State of Florida

Department of Economic Opportunity

One Stop Management Information System (OSMIS)

Regional Financial Management User Manual

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1 INTRODUCTION

The One Stop Management Information System (OSMIS) is a web-based application enabling communication between various locations and agencies, via the Internet. This document explains the processes a Region Financial user would use while accessing the OSMIS application.

1.1 Overview

This document is the Regional Financial User Manual. It is the most comprehensive source of information available; covering all steps a Regional Financial user might use while accessing the OSMIS application.

This document is organized based on the standard Navigation Menu for the Regional Financial user role in OSMIS. All folders and links of Financial Management are described in detail. This detail will include:

- Detailed overview
- Screen Shots
- Step-by-Step process detail

The detail begins from the first folder and link on the Navigation Menu and continues to the end of the Navigation Menu.

1.2 Abbreviations and Descriptions

The following abbreviations may be used throughout this user manual and will also be used in OSMIS.

Abbreviations	Descriptions
ARRA	American Recovery and Reinvestment Act
CFDA	Catalog of Federal Domestic Assistance
CSFA	Catalog of State Financial Assistance
DEO	Department of Economic Opportunity
DVOP	Disabled Veterans Outreach Program
FLAIR	Florida Accounting Information Resource
FM	Financial Management
FSET	Food Stamp Employment and Training (Program)
HHS-ACF	Health and Human Services – Administration of Children and Families
LTD	Life to Date
LVER	Local Veterans Employment Representative
NFA	Notice of Funds Availability
NOO	Notice of Obligation
OSMIS	One Stop Management Information System
PY	Program Year
PTD	Period to Date
RWB	Regional Workforce Board
State of Florida	State of Florida
TANF	Temporary Assistance to Needy Families
UC	Unemployment Compensation
USDA-FNS	U.S. Department of Agriculture – Food and Nutrition Service
USDOL	U.S. Department of Labor
USDOL-ETA	U.S. Department of Labor – Employment and Training Admin
WIA	Workforce Investment Act
WTP	Welfare Transition Program
WTS	Welfare Transition Services
YTD	Year to Date

1.3 Objective of the Regional Financial Management User Manual

This manual is prepared for the Regional Financial users using the OSMIS application. The Regional Financial User Manual describes the various options and processes available to these users while maintaining grants received, requested and expended.

It is not the objective of this manual to follow a systematic process of how a Regional Financial user deals with managing the grants received and expended for the Programs.

1.4 Organization of the Regional Financial Management User Manual

This manual describes the use of the One Stop Management Information System (OSMIS) as it pertains to a Regional Financial user. The Regional Financial User Manual is organized in the same order as the navigation menu, which the user sees when signed on to the application.

1.5 Common Validations and Messages

On all forms, mandatory fields are indicated by an asterisk (*) sign. Validations are completed when the form is submitted. This process allows for the verification of all mandatory fields containing data. If any mandatory field does not contain data, the Regional Financial user is prompted with an informative pop-up message such as "Please fill all mandatory fields (All mandatory fields are indicated by an asterisk)." When the user selects "OK" on the message prompt, the focus is transferred to the first mandatory field that does not contain data. This process will continue until all mandatory fields contain acceptable data.

1.5.1 Alert Messages

Alert Messages	Error Description
Please enter all mandatory fields. (All mandatory fields are indicated by an *.)	User has to enter or select all mandatory fields.
Invalid Entry! Please enter numerical values without '.' Or '+' sign.	User has to enter numeric values only.
Invalid Entry! Only alphanumeric are accepted.	Special characters (such as @#$%&()_:/; \) are not allowed.
Invalid Entry! Please enter positive values.	Negative numbers cannot be entered.
Invalid Entry! Only characters are accepted.	Only characters can be entered.
Invalid Entry! Please enter the date in mm/dd/yyyy format	Date should be entered only in the mm/dd/yyyy format or select date from calendar provided.
Invalid Entry! Year should be later than 1900	System does not accept the dates, which are earlier than 1900.
Invalid Entry! Please enter the start time less than the end time.	End date should always be later than the Start Date
Invalid Entry! Value must be greater than zero.	The value entered must be greater than zero.

1.5.2 User ID

All users will enter their user ID into this text box. Once the user ID is entered, the user may proceed to the password text box.

The Financial Administrator creates the user ID for all users. The user ID must be at least six characters long and may be created with alpha or numeric combinations.

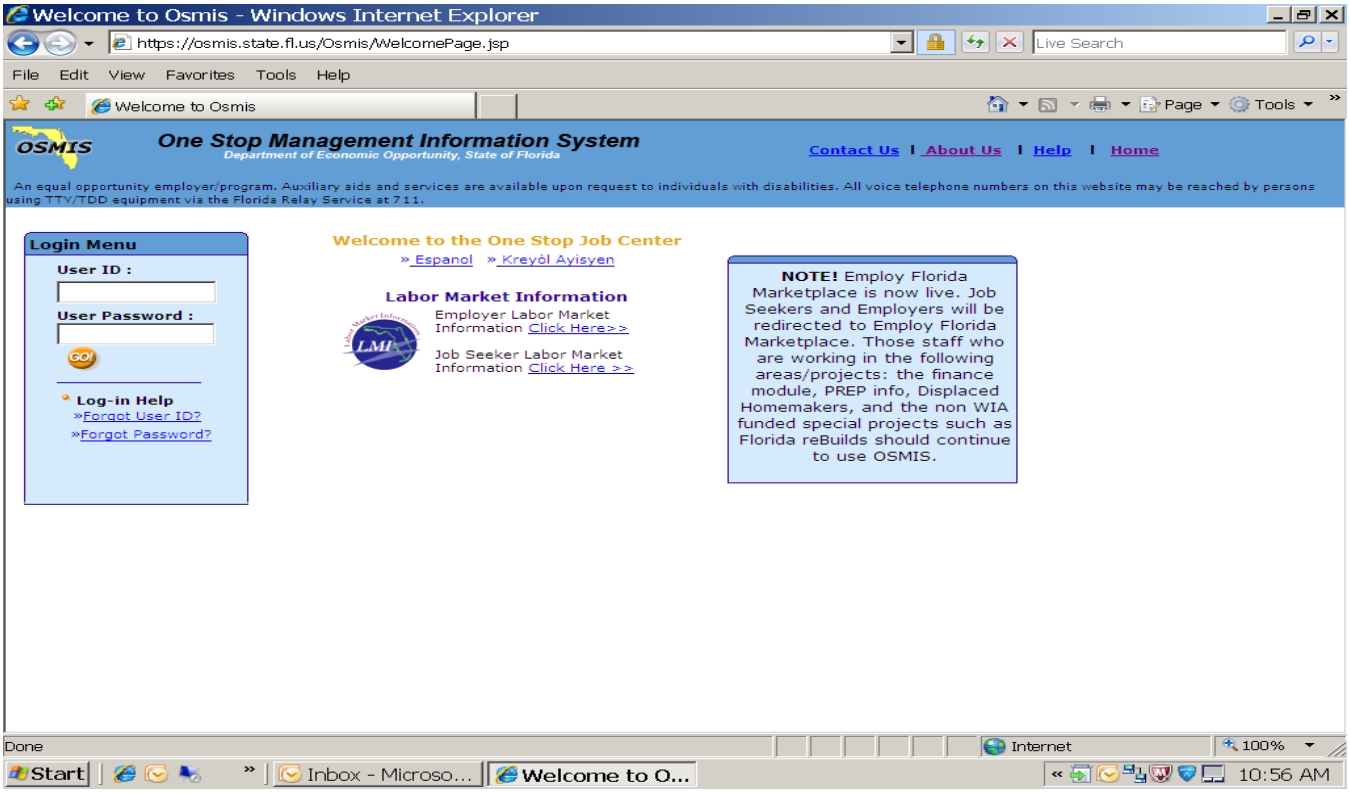
1.5.3 User Password

All users will enter their password into this text box. Once entered, the user may press the ENTER button on the keyboard, or select the button. If the user ID and password are valid, the user is directed to the assigned Home Page.

The Financial Administrator initially creates a password for a new user, which may consist of alpha or numeric characters and must be at least eight characters long.

See section 2.2.9 (page 72) for further user password details.

User ID and Password


Welcome to Osmis - Windows Internet Explorer
https://osmis.state.fl.us/Osmis/WelcomePage.jsp
File Edit View Favorites Tools Help
Welcome to Osmis
OSMIS
One Stop Management Information System
Department of Economic Opportunity, State of Florida
Contact Us | About Us | Help | Home
An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this website may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.
Login Menu
User ID :
User Password :
GO!
Log-in Help
»Forgot User ID?
»Forgot Password?
Welcome to the One Stop Job Center
» Espanol » Kreyòl Ayisyen
Labor Market Information
Employer Labor Market Information Click Here>>
Job Seeker Labor Market Information Click Here >>
NOTE! Employ Florida Marketplace is now live. Job Seekers and Employers will be redirected to Employ Florida Marketplace. Those staff who are working in the following areas/projects: the finance module, PREP info, Displaced Homemakers, and the non WIA funded special projects such as Florida reBuilds should continue to use OSMIS.
Done
Internet
100%
Start
Inbox - Microso...
Welcome to O...
10:56 AM

2 FINANCIAL REGION

The Financial Management Regional module in the OSMIS application provides for the management of all grants received, allocated and expended by the Regional Financial user. This manual covers Financial Management module screens used by the Regional Financial user in the OSMIS application.

The goal of this section is to provide Financial Management Regional users with descriptions of each of the Financial Management screens, which will in turn make for straightforward management of various grants received, requested and expended by the Regional Financial user.

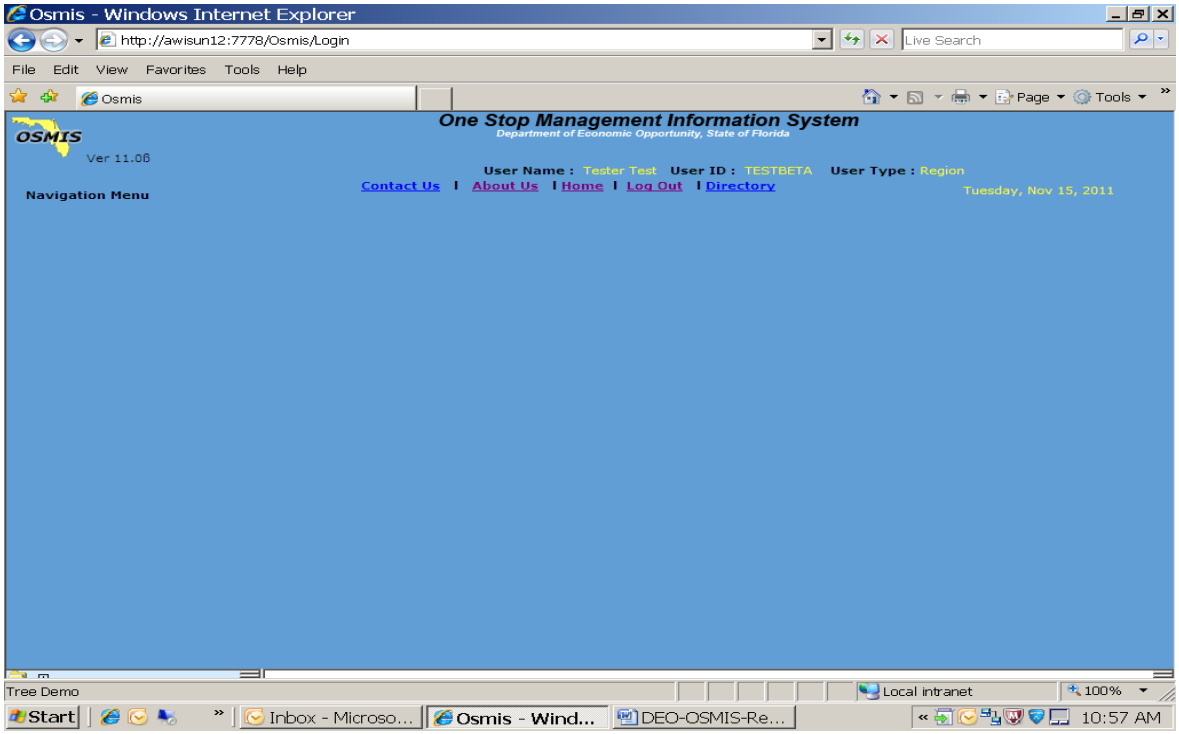
2.1 Screen Layout

Each OSMIS screen contains the following sections:

- Header & Navigation Bar
- Navigation Menu
- Financial – Management DEO Home Page & Links

2.1.1 Header & Navigation Bar

Each OSMIS screen has a Header and Navigation Bar. The Header is located between the Internet Explorer Toolbar and the OSMIS Navigation Bar. The Navigation Bar is directly beneath the Header.



2.1.1.1 Header/Navigation Bar Information

The OSMIS Header contains the following information:

- OSMIS logo – located in the far left hand corner.
- OSMIS version number – located just beneath the logo; this is the version number of the application being used.
- Application Name – the One Stop Management Information System; this is located at the top of the Header and will be centered over the application.
- Sponsor Name – the Department of Economic Opportunity; this is the name of the agency overseeing the application development, design, and management. This is located beneath the Application Name.
- User Name – the user name of the Financial Administrator, Regional Financial user or DEO user who is logged into the application.
- User ID – the user ID of the Financial Administrator, Regional Financial user or DEO user who is logged into the application.
- User Type – the type of user who is logged into the application; (e.g. Financial Administrator, Region Financial User or Financial Management DEO User level).

The OSMIS Navigation Bar contains the following information:

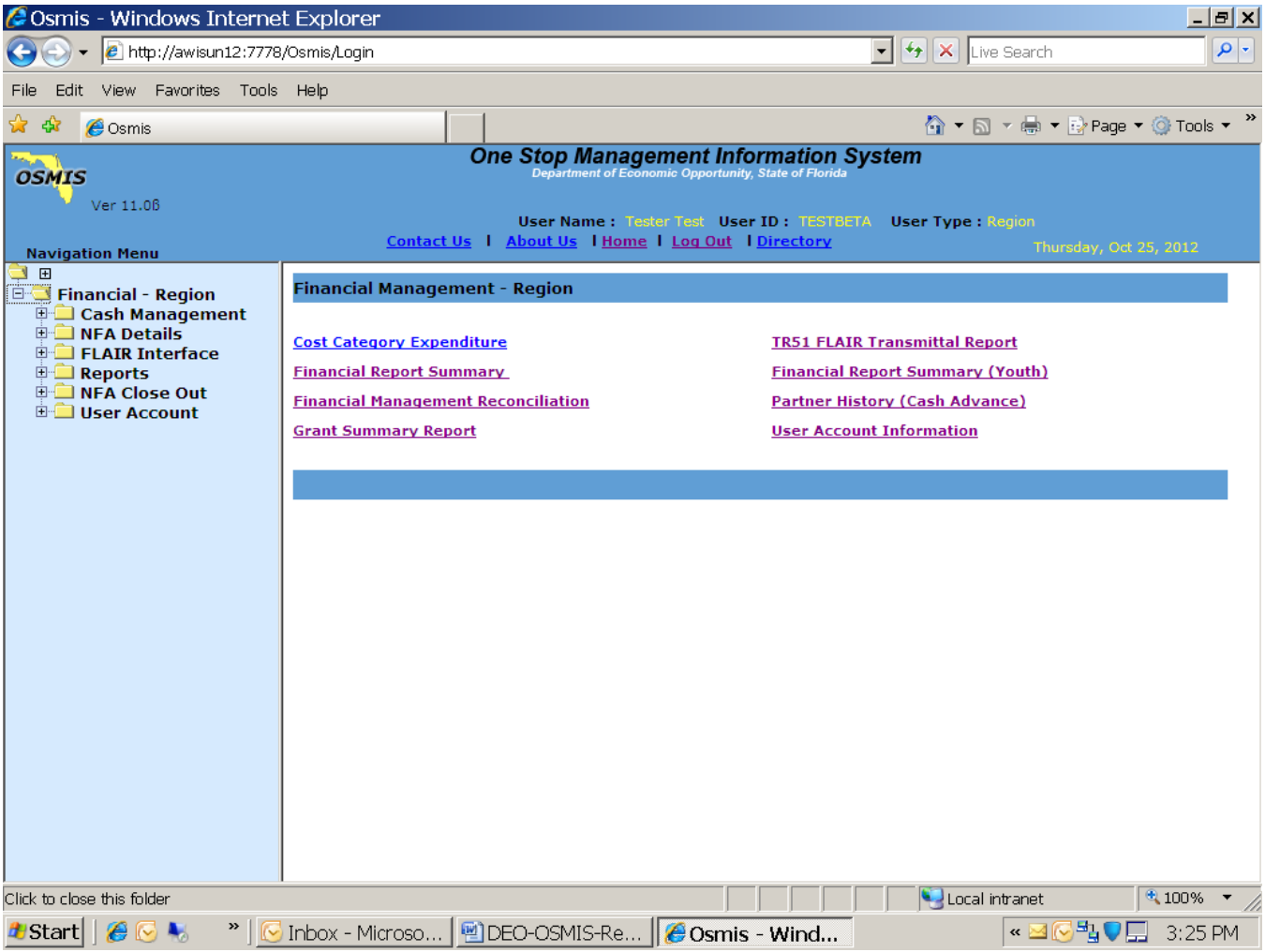
- Navigation Menu Title – located in the far left hand corner; this is the Title for the Navigation Menu located below.
- Contact Us link – this link will open another Internet Explorer window, which will contain DEO contact information for users who may encounter problems with the application and need assistance.
- About Us link – this link will open another Internet Explorer window which will contain information about the Department of Economic Opportunity.
- Home link – this link will redirect Regional Financial user to their home page from any point in the application. It is important to remember that selecting this link will not automatically save the material on the current page before being redirected. Regional Financial users will need to remember to save their work before selecting this link.

- Log Out link – this link will redirect the Regional Financial user to the OSMIS Welcome Page from any point in the application. It is important to remember that selecting this link will not automatically save the material on the current page before being redirected. The Regional Financial user will need to remember to save their work before selecting this link.

- Directory link – this link is in the process of being updated with current staff information.

2.1.2 Navigation Menu

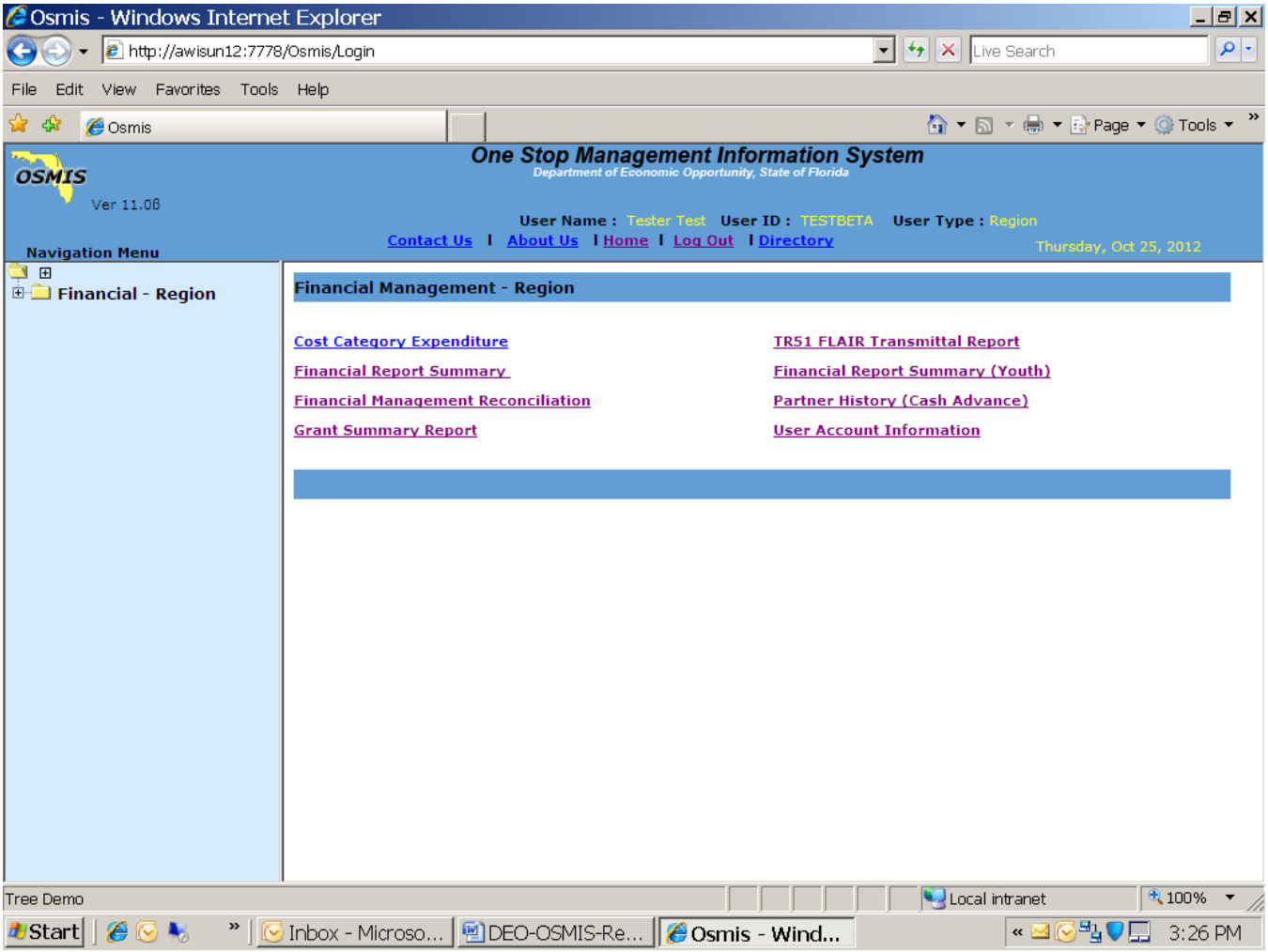
Each OSMIS screen has a Navigation Menu. The Navigation Menu is located below the Navigation Menu Text on the Navigation Bar.



The Navigation Menu will contain folders and links, which the Regional Financial user can select to perform additional financial management activities.

2.1.3 Financial – Region Home Page and Links

The main OSMIS home page of a Regional Financial user contains commonly used links for faster navigation to the desired process.



The OSMIS Financial Region Home Page contains the following information:

- Cost Category Expenditure – this link will redirect the Regional Financial user to the Cost Category Expenditure screen where the Regional Financial user can view the Cash Expenditures that have been broken down to the Cost Category level. The Regional Financial user can edit existing records and create new records.

- Financial Report Summary – this link redirects the Regional Financial user to the Financial Report Summary screen where the Financial Report Summary can be generated. The Financial Report Summary calculates and displays information pertaining to LTD Expenditures by Cost Category, Quarterly reported Unliquidated Obligations and Unobligated balances. This information is calculated from data that is reported by the Regional Financial user in the cash management process.

- Financial Management Reconciliation – this link redirects the Regional Financial user to the Financial Management Reconciliation screen where the Regional Financial user can generate the Financial Management Reconciliation report, which provides information calculated by the system to reconcile contracts on a monthly basis.

- Grant Summary Report - this link redirects the Regional Financial user to the Grant Summary screen, where a report can be generated with LTD NFA Award, Release, LTD and PTD Cash Advances and Reported Expenditures. The information will be generated according to the data selected for each displayed drop down field on the Grant Summary screen.

- TR51 FLAIR Transmittal Report – this link redirects the Regional Financial user to the TR51 FLAIR Transmittal Report screen, where the Regional Financial user can retrieve a cash advance report for all programs/projects within a selected cash week period.

- Financial Report Summary (Youth) – this link redirects the Regional Financial user to the Financial Report Summary (Youth) screen where the Regional Financial user can generate the Financial Report Summary (Youth) which, calculates and displays information pertaining to LTD Expenditures by Cost Category for the Older and Younger. This information is calculated from data that is reported by the Regional Financial user in the cash management process.

- Partner History (Cash Advance) – this link redirects the Regional Financial user to the Partner History (Cash Advance) where the Regional Financial user can generate Partner History (Cash Advance) reports, which, provides a historical view of cash advances by the cash week.

- User Account Information - this link allows the Regional Financial user to update user account information.

2.2 Financial – Region Folder

The Financial - Region folder contains the links to the various processes that allow the Regional Financial user to access all functionality of receiving grants, requesting cash draws, and reporting expenditures. Clicking on the link will enable the user to be redirected to the respective process.

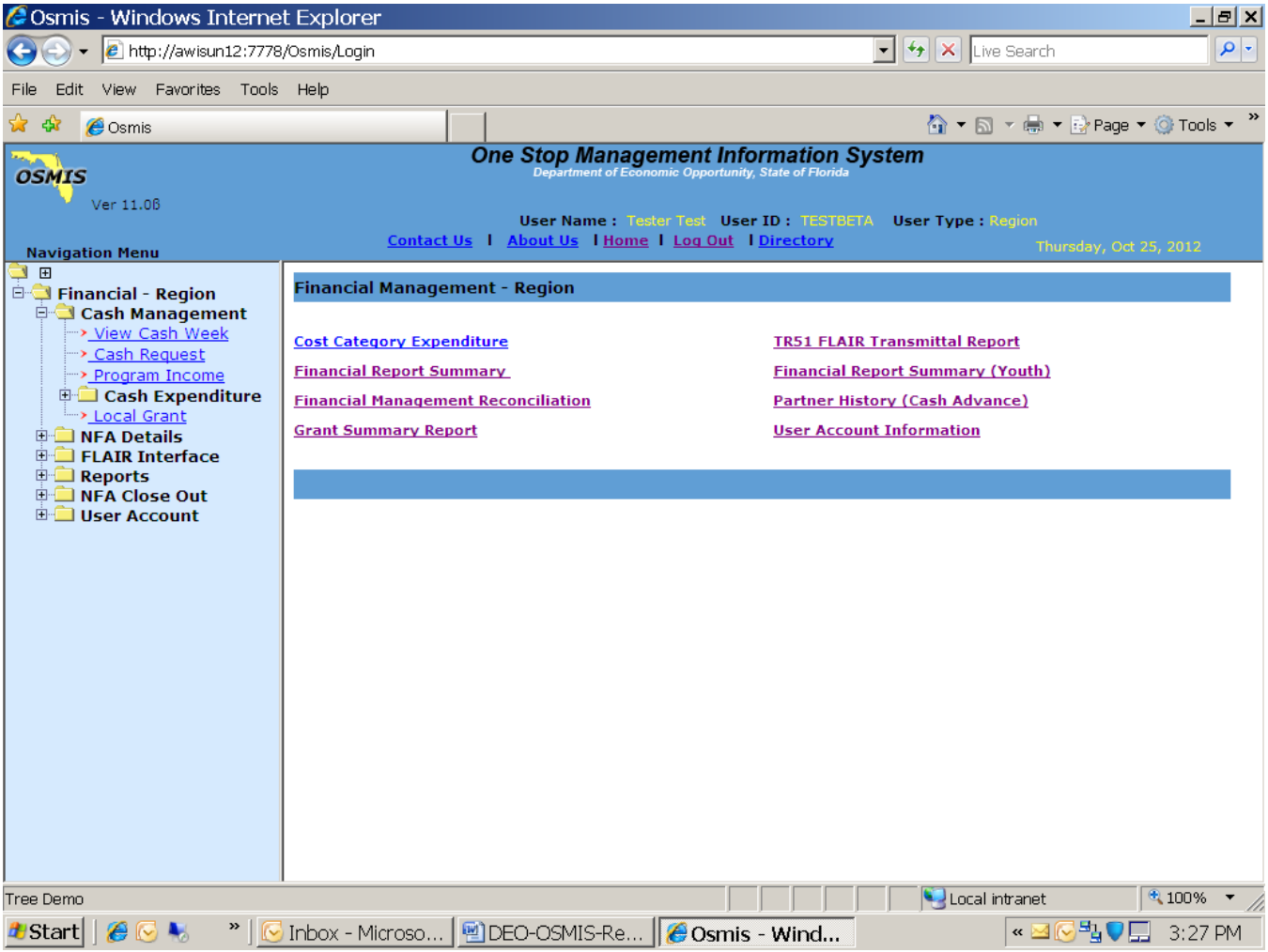
2.2.1 Common Links and Headers

Each process will have a common Header, which will contain the following:

- Process Name – The name of the process screen will be displayed.
- Save Comments – this link allows the Regional Financial user to save any comments entered or modified by the Regional user. This link is not available for all the screens in the Region folder. This link is available only on those pages where the user may enter or modify comments. If the save comments is clicked without entering anything in the comments box, a pop up message: "Please enter Comments" "You can enter only maximum of 500 Characters." This message is displayed when comments box contains more than 500 characters. The Regional Financial users have to reduce the characters to less than or equal to 500 characters.
- Save – the link allows the Regional Financial user to save the entered or modified records.
- Clear – this link allows the Regional Financial user to reset / clear details entered on the page.
- Back – this link takes the Regional Financial user back to the previous page.
- Print – this link enables the Regional Financial user to print the current report.
- Help or – this link will open another window, which will contain online help for that particular screen or field on the screen.

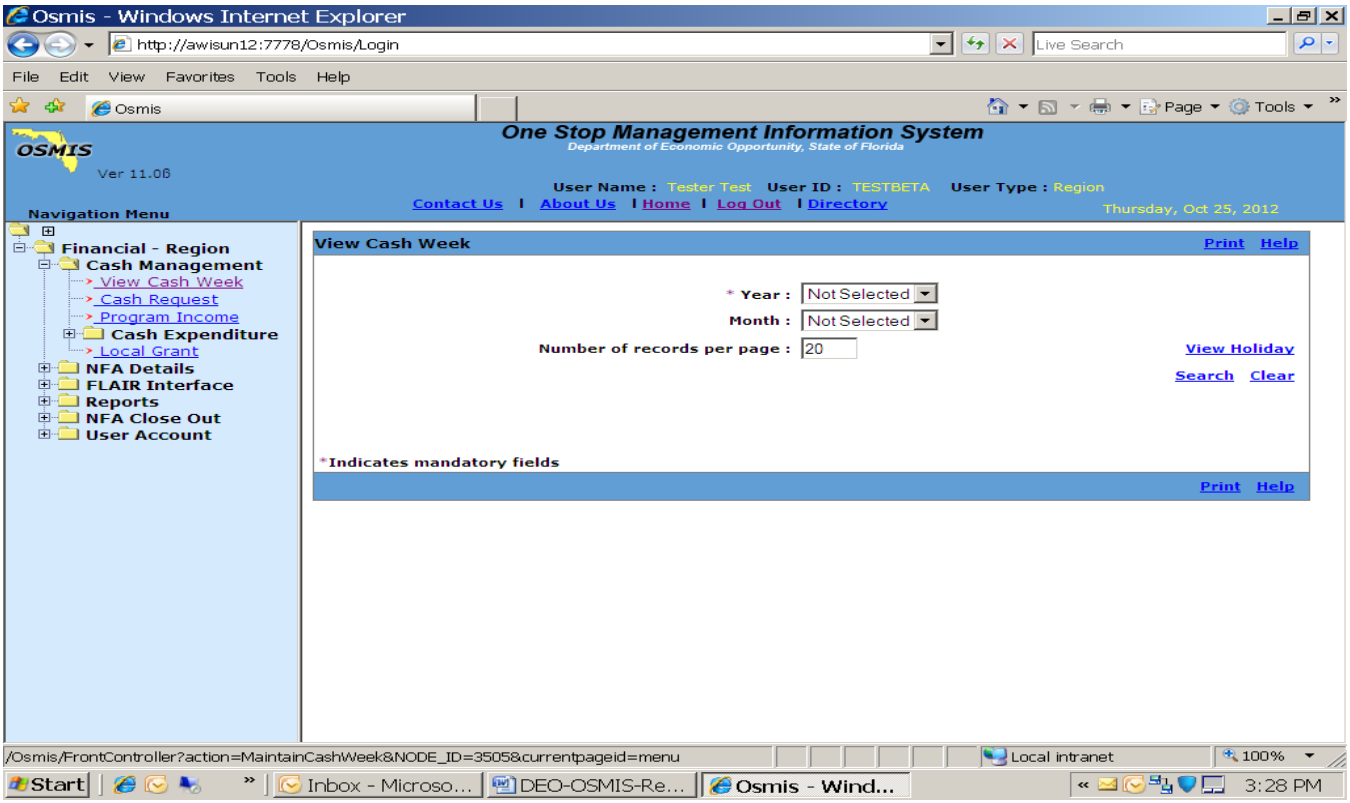
2.2.2 Cash Management Folder

The cash management folder includes features, which allows the Regional Financial user to request cash and to report program income; when applicable.



2.2.2.1 View Cash Week

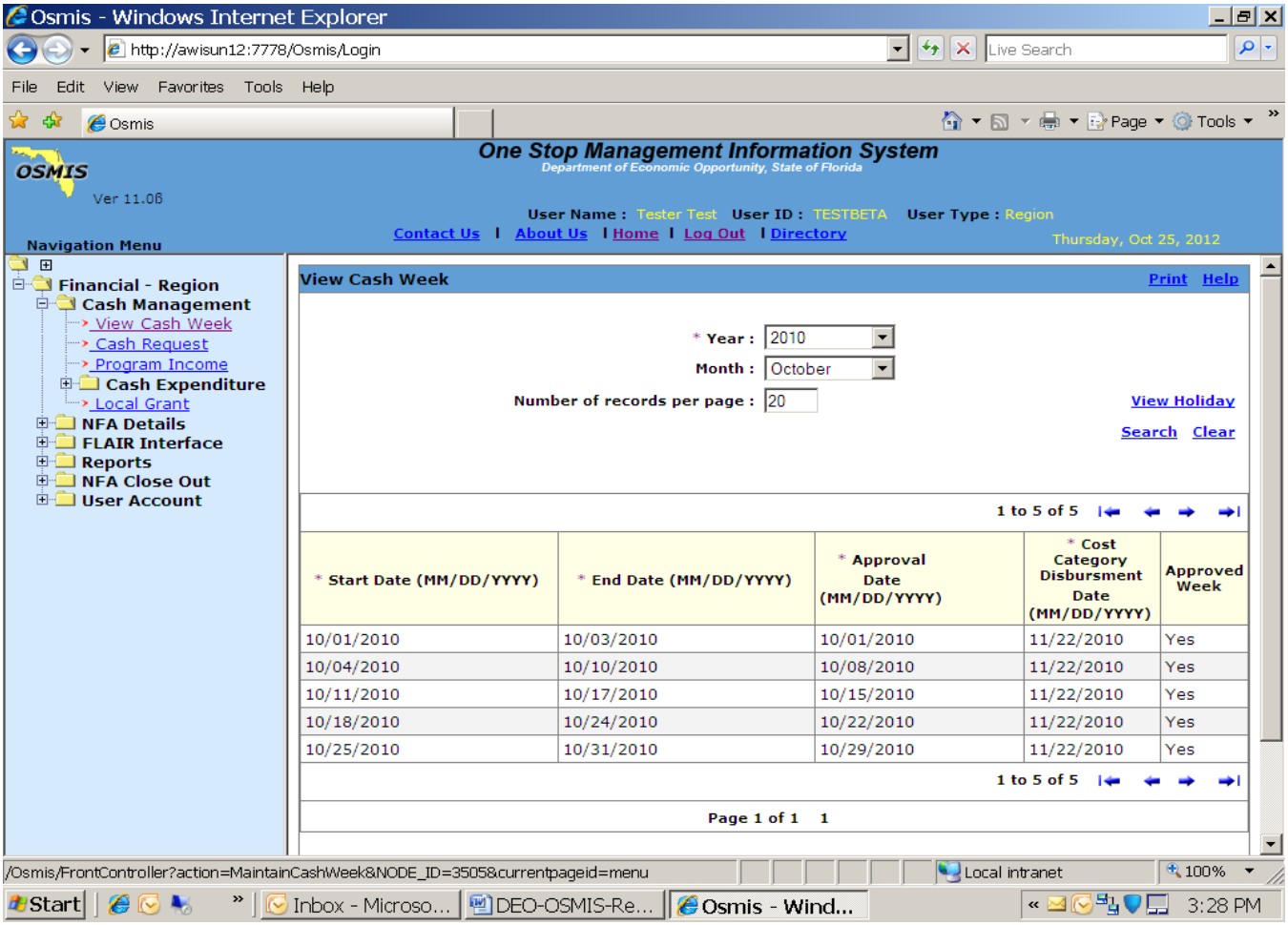
This process allows the Regional Financial user to view cash weeks and holidays. The system considers holidays during the creation and modification of cash weeks by the Financial Administrator.



Field	Description
Year	The Regional Financial user must select a year from the drop down list to which the cash week is displayed.
Month	The Regional Financial user may select a month from the drop down list to which the cash week is displayed.
Number of Records per page	The number of records to be displayed per page can be entered. The number cannot be greater than 100 per page.
View Holiday Section	The Regional user can view holidays by clicking on this link. The Regional Financial user will be taken to the View Holiday screen. Details of this link are explained in the **Holiday Master section.**
Search	Based on the search criteria specified, the records are searched and displayed. If this link is selected without any criteria specified, a general search will be conducted and all records will be displayed. Details of this link are explained in the section on **View Cash Week (Search).**

2.2.2.1.1 View Cash Week (Search)

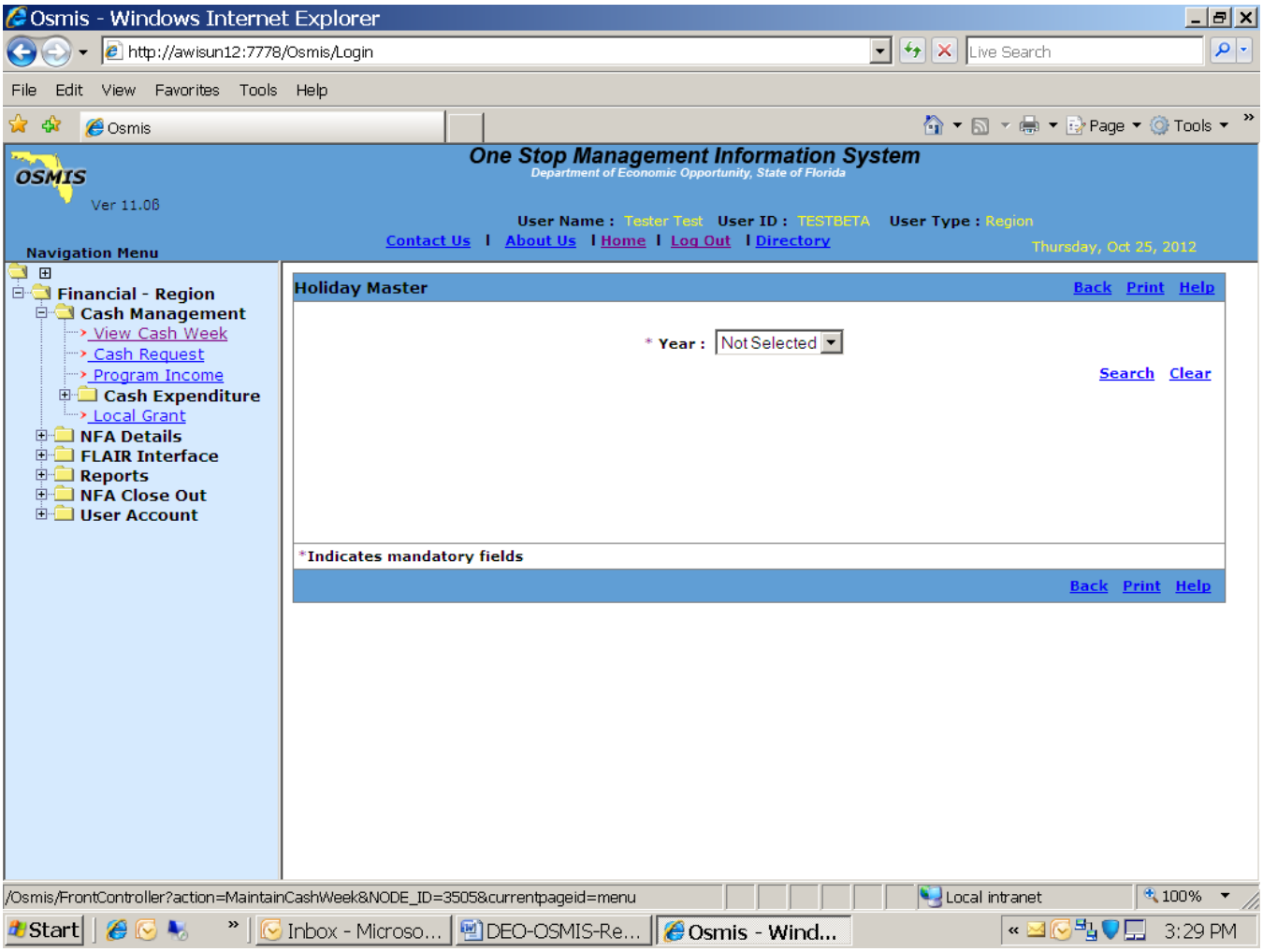
Based on the search criteria specified, the records are searched and displayed.



Field	Description
Start Date	The Start Date of the Cash Week.
End Date	The End Date of the Cash Week.
Approval Date	The Approval Date of the Cash Week.
Cost Category Expenditure Date	The CCE Date is the due date for the Regional Financial user to report monthly expenditures. The deadline is always the 20th of each month, unless an approved extension is applied.
Approved Week	The Approved Week is labeled NO until the cash week is approved. Once the cash week is approved, the label will update to "YES".

2.2.2.1.2 Holiday Master

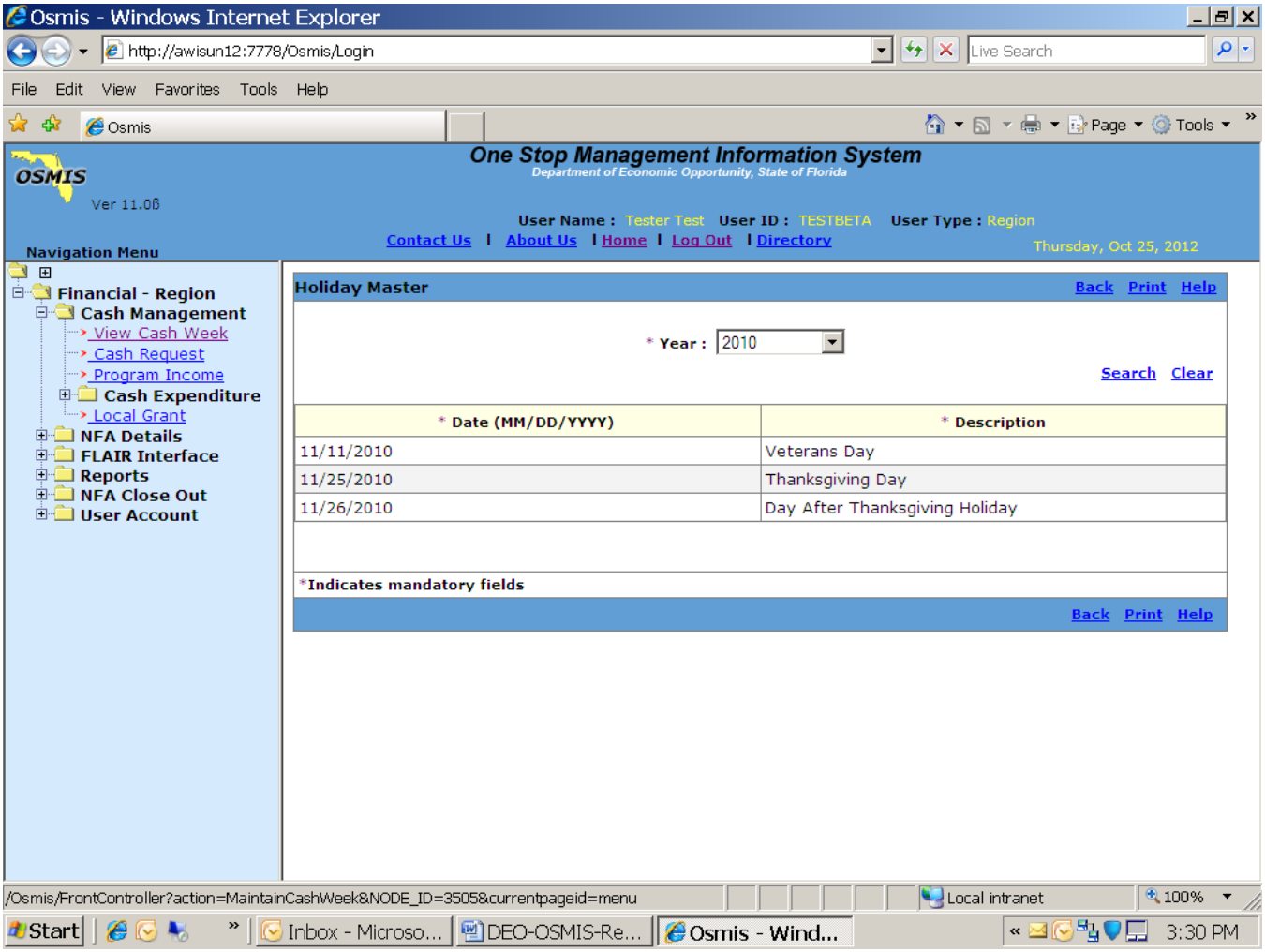
The Regional Financial user can view the State or Federal holidays in each calendar year through this screen. The Holiday Master table is maintained by the Financial Administrator.



Field	Description
Year	The Regional Financial user must select a year from the drop down list to view the list of State or Federal Holidays for the selected calendar year.
Search	Based on the search criteria specified the records are searched and displayed. If this link is selected without any criteria specified, a general search will be conducted and all records will be displayed. If the Financial Administrator has not created any holidays in the master table, the user will receive a "No Records Found" message.

2.2.2.1.3 Holiday Master (Search)

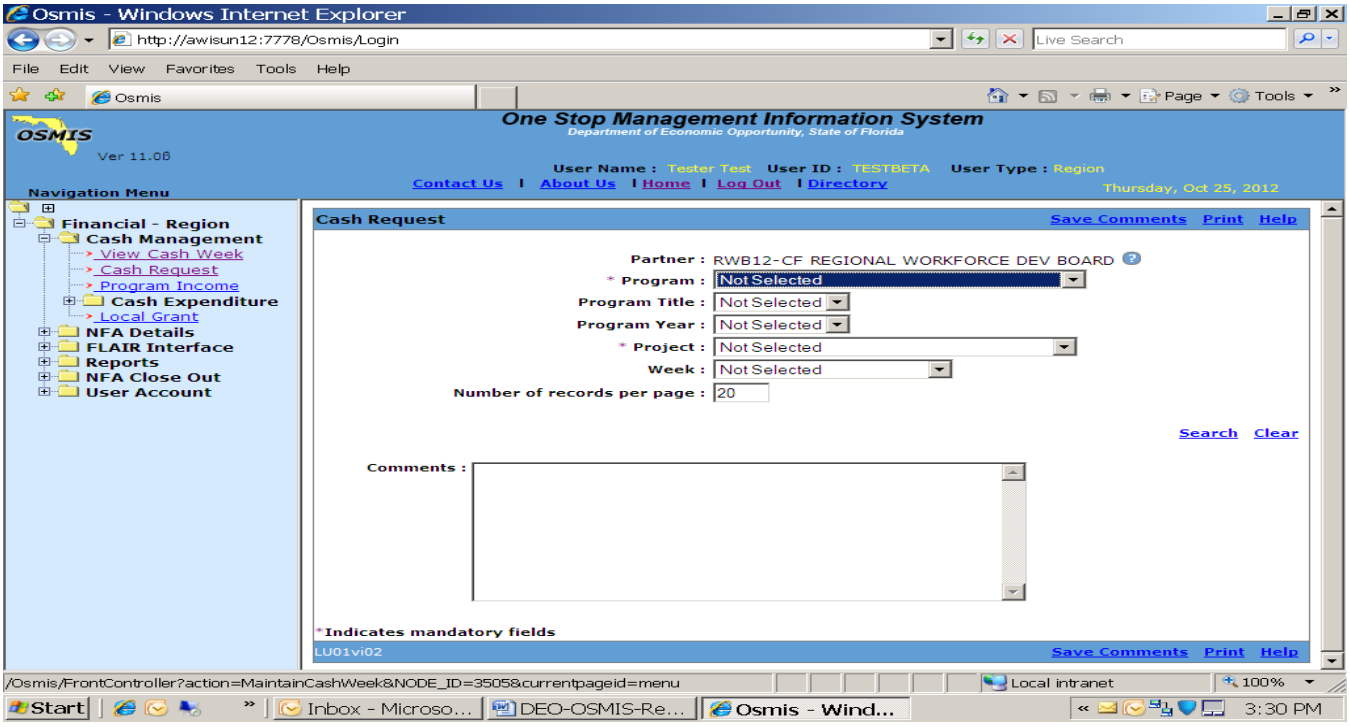
Based on the search criteria specified the records are searched and displayed.



Field	Description
Date	The date of the holiday is displayed.
Description	The description of the holiday is displayed.

2.2.2.2 Cash Request

This process allows the Regional Financial user to request cash for the coming week's expenditures. The Regional Financial user can make a request only if the NFA is available and if there is cash available less than the released amount. The Regional Financial user is not allowed to make a request which is greater than the funds available.

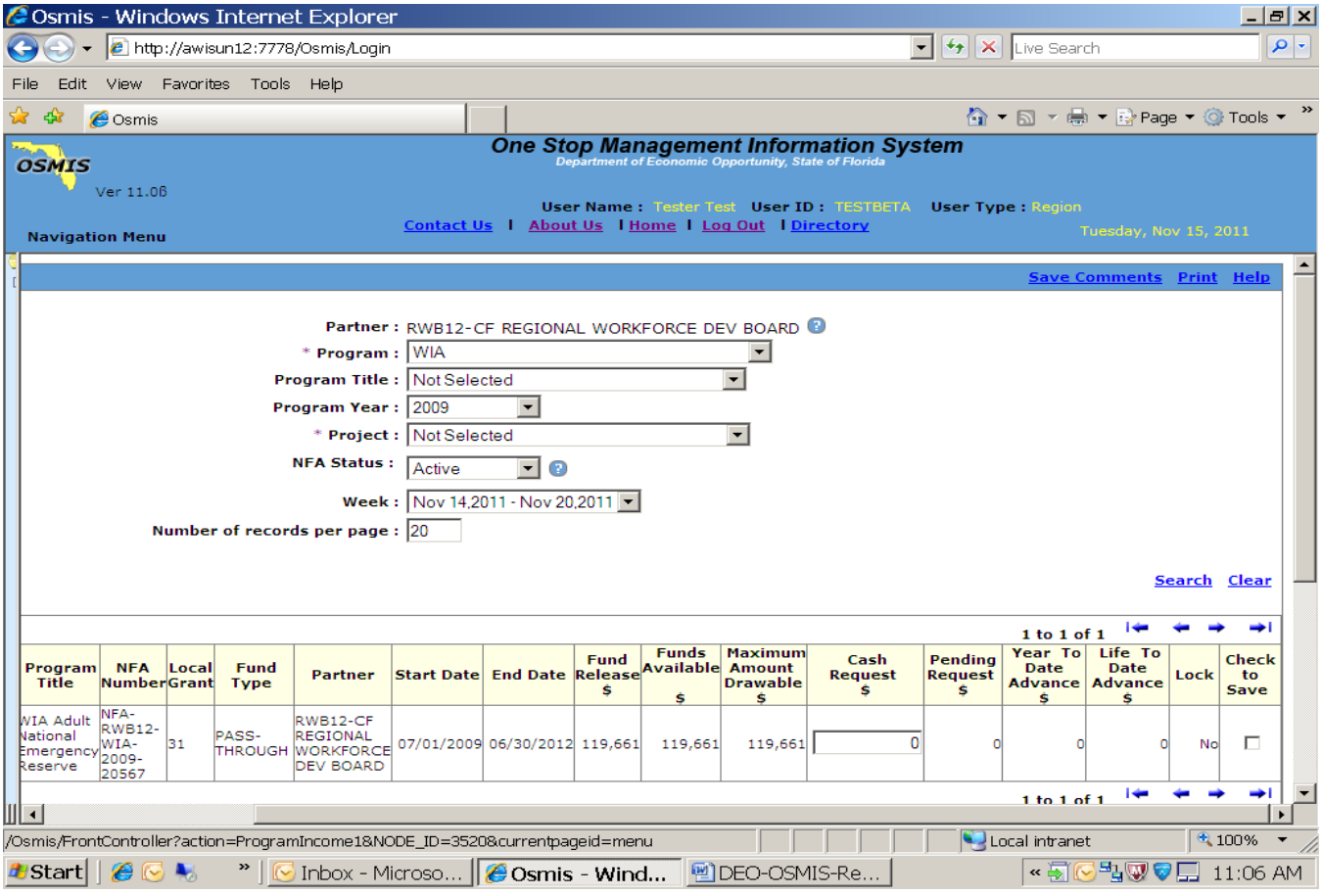


Field	Description
Partner	The name of the Regional Workforce Board. The Partner is created in Maintain Partner process by the Financial Administrator.
Program	The Regional Financial user must select the program name from the drop down list. The program name is created in Maintain Program process by the Financial Administrator.
Program Title	The Regional Financial user may select the program title from the drop down list. This list is generated depending upon the program selected. If the Regional Financial user needs to select a project then the program title should be left unselected.
Program Year	The Regional Financial user may select the program year from the drop down list. This list is generated depending upon the program selected.
Project	The Regional Financial user must select a project from the drop down list. This list is generated depending upon the program and year selected.
Week	The Regional Financial user may select the week from the drop down list. The cash weeks are created in the Maintain Cash Week process by the Financial Administrator.

Field	Description
Number of Records per page	The number of records to be displayed per page can be entered. The number of records cannot be greater than 100 records.
Comments	Comments length should not be null. If null, then the application will display an alert message "Please enter comments", Comments length should be less than or equal to 500 characters. If comments exceed 500 characters, then the application will display an alert message "You can enter only maximum of 500 characters".
Search	Based on the search criteria, the specified records will be searched and displayed. If this link is selected without any criteria specified, a general search will be conducted and all records will be displayed.
Clear	The Regional Financial user may utilize the clear option to clear all selection fields all at once instead of changing each field one at a time.

2.2.2.2.1 Cash Request (Search)

Based on the search criteria, the specified records will be searched and displayed.


Osmis - Windows Internet Explorer
http://awisun12:7778/Osmis/Login
File Edit View Favorites Tools Help
One Stop Management Information System
Department of Economic Opportunity, State of Florida
OSMIS
Ver 11.08
User Name : Tester Test User ID : TESTBETA User Type : Region
Navigation Menu
Contact Us | About Us | Home | Log Out | Directory
Tuesday, Nov 15, 2011
Save Comments Print Help
Partner : RWB12-CF REGIONAL WORKFORCE DEV BOARD
* Program : WIA
Program Title : Not Selected
Program Year : 2009
* Project : Not Selected
NFA Status : Active
Week : Nov 14,2011 - Nov 20,2011
Number of records per page : 20
Search Clear
1 to 1 of 1
Program Title | NFA Number | Local Grant | Fund Type | Partner | Start Date | End Date | Fund Release $ | Funds Available $ | Maximum Amount Drawable $ | Cash Request $ | Pending Request $ | Year To Date Advance $ | Life To Date Advance $ | Lock | Check to Save
WIA Adult National Emergency Reserve | NFA-RWB12-WIA-2009-20567 | 31 | PASS-THROUGH | RWB12-CF REGIONAL WORKFORCE DEV BOARD | 07/01/2009 | 06/30/2012 | 119,661 | 119,661 | 119,661 | 0 | 0 | 0 | 0 | No
1 to 1 of 1
/Osmis/FrontController?action=ProgramIncome1&NODE_ID=3520&currentpageid=menu
Local intranet
100%
Start
Inbox - Microso...
Osmis - Wind...
DEO-OSMIS-Re...
11:06 AM

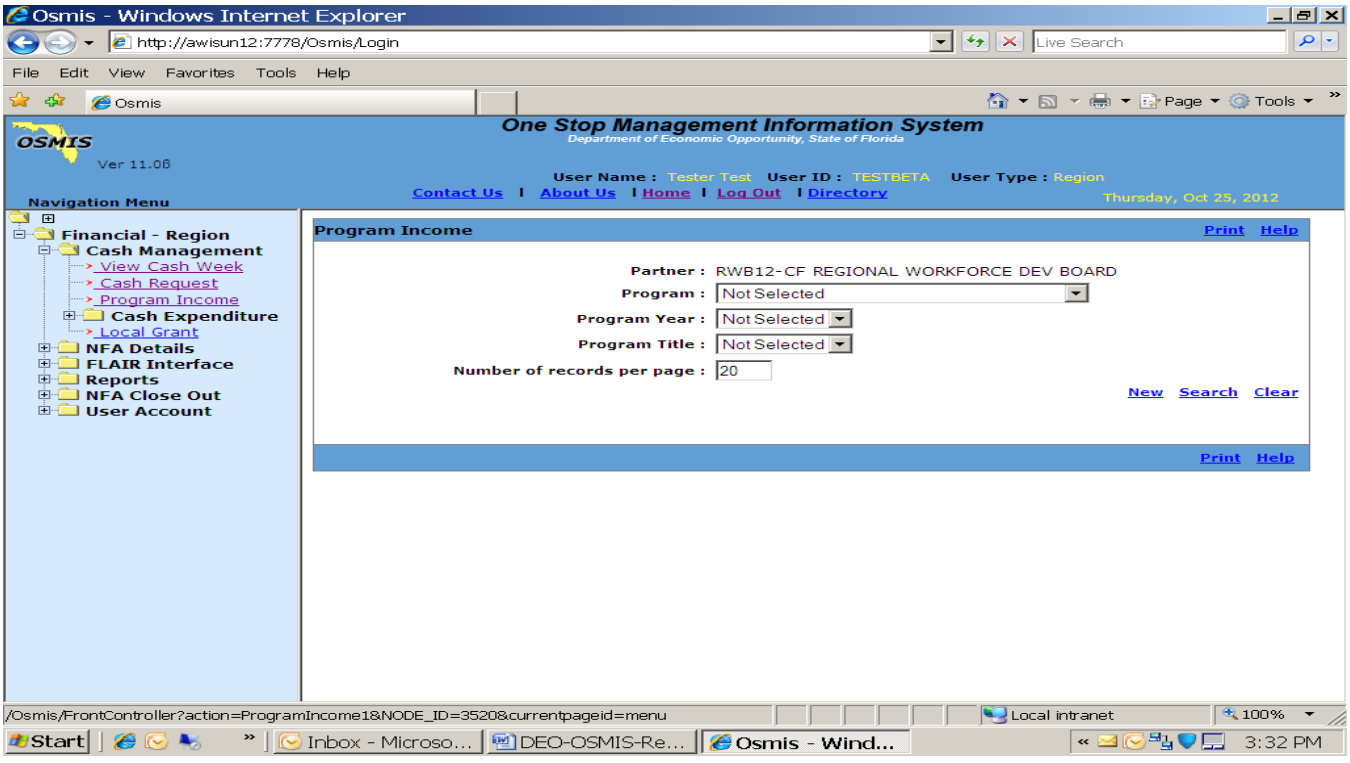
Field	Description
Cash Week	The period (week) for the cash request is displayed. The cash weeks are created in the Maintain Cash Week process by the Financial Administrator.
Program	The program name is displayed. The program name is created in Maintain Program process by the Financial Administrator.
Program Year	The program year is displayed.
Program Title	The program title is displayed.
NFA Number	The Notice of Funds Availability number is displayed. This number is automatically generated by OSMIS when a specific program or project is entered into the system.
Local Grant	The local grant number is displayed. The local grant number is created in the Local Grant process by the Regional Financial user.
Fund Type	The fund type specifies either passthrough or project.
Partner	The name of the Partner (RWB) is displayed. The partner is created in the Maintain Partner process by the Financial Administrator.
Start Date	The start date of the NFA is displayed.
End Date	The end date of the NFA is displayed.
Fund Release	The NFA amount released is displayed.
Fund Available	The balance of funds available for the Regional Workforce Board to request is displayed. The balance is the difference of the Fund Release minus the LTD Cash Advanced.
Maximum Amount Drawable	The maximum amount to request is displayed. This amount is the same as Funds Available.
Cash Request	The Regional Financial user enters the amount of cash to request in this field. The funds requested should be less than or equal to Funds Available.
Pending Request	The pending request is displayed. This is the sum of the amount saved and any previous requests not approved.
Year to Date	The Year to Date Advance total is displayed. This is the sum of warrant amount from the beginning of the State Fiscal year, July 1st to current date. Each State Fiscal year the sum of warrant amount will reset to zero (only if program/project crosses fiscal years).
Life to Date	The LTD Advance total is displayed. This is the sum of the warrant amount from the beginning of program/project start date to current date.
Lock	The Financial Administrator can check the checkbox to Lock a particular Partner (RWB) from making cash requests for the selected Program, Program year and Program title combination.
Check to save	The Regional Financial user must check the checkbox and select on the save link to insert the selected cash request records.
Save	The Regional user can save a cash request record by selecting this link. The cash request must be entered and the record selected to save successfully. If the Regional user enters a request amount greater than funds available and clicks save a message displays “Cash request should be equal to or less than Funds Available.

2.2.2.2.2 Error Messages

Error Code	Error Message	Error Description
815	Cash Request should be equal to or less than Funds Available.	If the Regional Financial user enters a request greater than funds available, then this message is displayed.
Alert	Cash Request amount should be less than $9999999.	Cash Request cannot exceed this amount.
Alert	Total pending request is more than funds available.	If the total pending request (including future cash weeks) is greater than the funds available, then this message is displayed.

2.2.2.3 Program Income

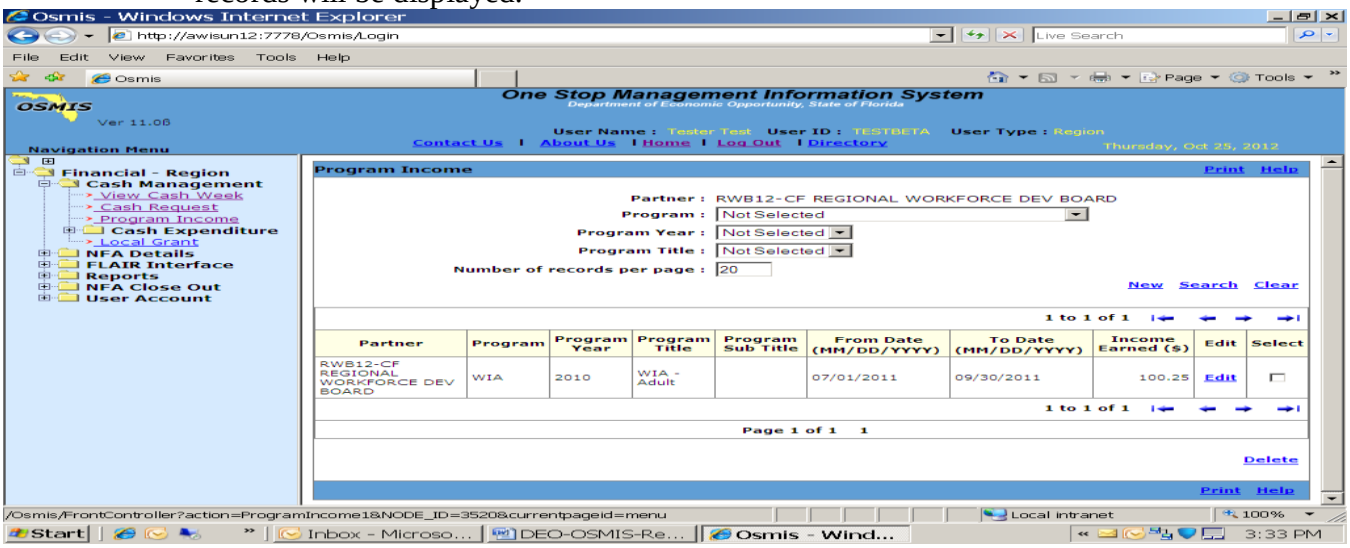
Program Income is the income earned from the funds issued by DEO to the Regions.
This process provides the details of the Program Income earned for a Program, Program year and the Program Title for a particular Regional Workforce Board. It calculates the Balance On Hand when the user enters the expense details under Cost Categories or Sub Categories.



Field	Description
Partner	The name of the Partner (RWB) is displayed. The Partner is created in Maintain Partner process by the Financial Administrator.
Program	The Regional Financial user must select the program name from the drop down list. The program name is created in Maintain Program process by the Financial Administrator.
Program Year	The Regional Financial user may select the program year from the drop down list. This list is generated depending upon the program selected.
Program Title	The Regional user may select the program title from the drop down list. This list is generated depending upon the program selected. If the Regional Financial user needs to select a project then the program title should be left unselected.
Number of records per page	The number of records to be displayed per page can be entered. The default number of records per page are 20. The number of records cannot exceed 100 records per page.
New	The Regional Financial user can create a new program income record by selecting this link. The Regional Financial user will be taken to "New Program Income" section. For more details, please refer to section on **New Program Income.**
Search	Based on the search criteria specified, the records will be searched and displayed. If this link is selected without any criteria specified, a general search will be conducted and all records will be displayed. Details of this link are explained in the section on **Program Income (Search).**

2.2.2.3.1 Program Income (Search)

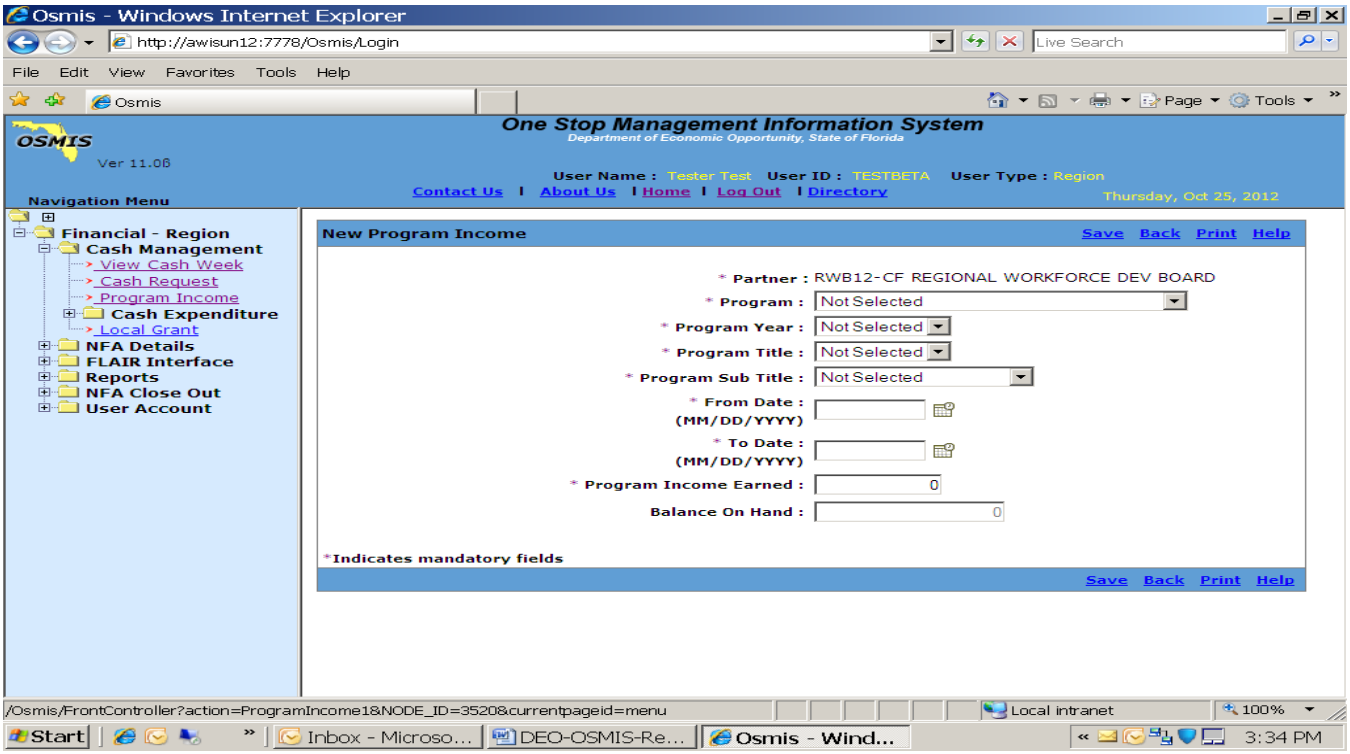
Based on the search criteria specified, the records are searched and displayed. If this link is selected without any criteria specified, a general search will be conducted and all records will be displayed.



Field	Description
Partner	The name of the Regional Workforce Board is displayed.
Program	The program name is displayed.
Program Year	The program year is displayed.
Program Title	The program title is displayed.
Program Sub Title	The sub title of a program title (if applicable).
From Date	The start date for the program income is displayed.
To Date	The end date for the program income is displayed.
Income Earned	The total program income earned is displayed.
Edit	The Regional Financial user can edit a particular program income record by selecting this link. The Regional Financial user will be taken to the Modify Program Income screen. For additional screen details, please refer to section on **Modify Program Income**.
Select	The Regional Financial user can check the checkbox to select a particular program income record to be deleted.
Delete	The Regional Financial user can delete a selected program income record(s) by selecting this link.

2.2.2.3.2 New Program Income

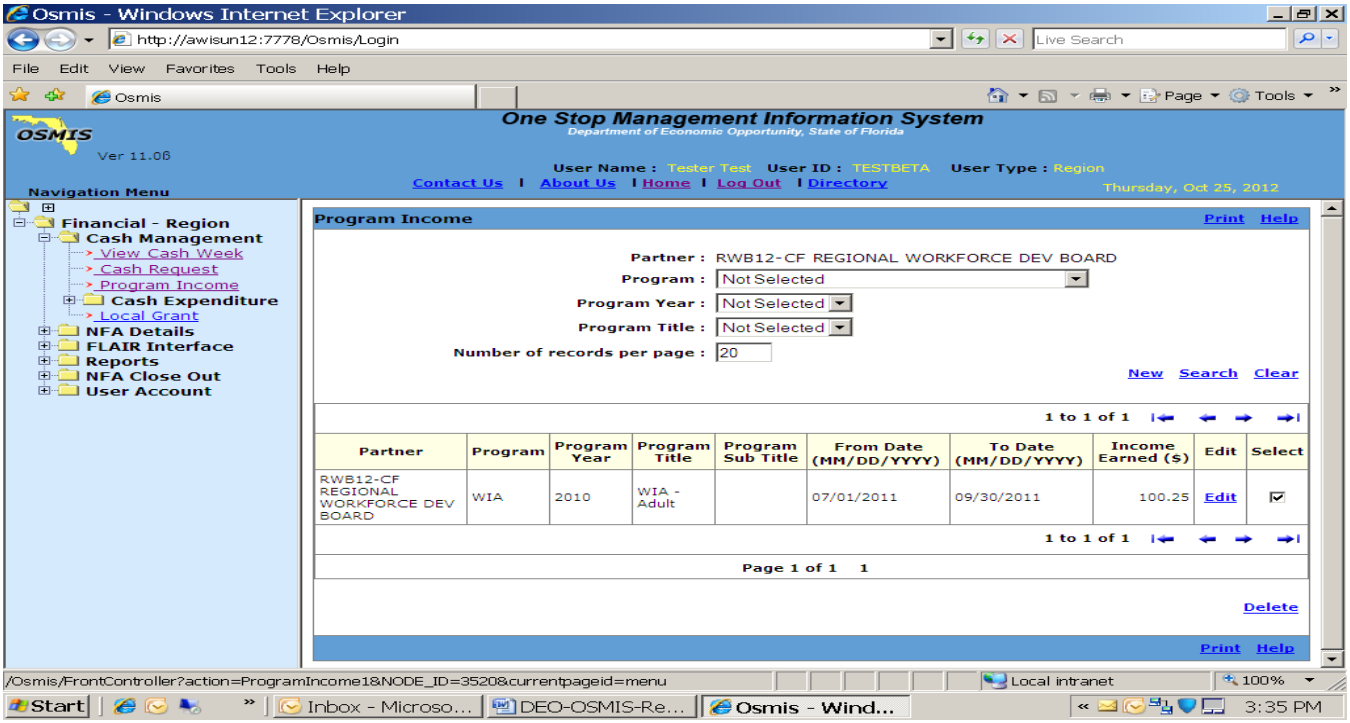
This process allows the Regional Financial user to create a New Program Income earned record.



Field	Description
Partner	The name of the Partner (RWB) is displayed. Partners are created and maintained in the Maintain Partner process by the Financial Administrator.
Program	The Regional Financial user must select the program name from the drop down list. For example, WIA, Wagner-Peyser, etc…Programs are created and maintained in the Maintain Program process by the Financial Administrator.
Program Year	The Regional Financial user must select a program year from the drop down list. This list is generated depending upon the program selected.
Program Title	The Regional Financial user must select the program title name from the drop down list. This list is generated depending upon the program and program year selected.
Program Sub Title	The Regional Financial user may select the program sub title from the drop down list. For example, WIA – Younger Youth, Older Youth.
From Date	The Regional Financial user must enter a From Date (start date) of the program income earned. The format must be: mm/dd/yyyy. The date can also be selected from the calendar provided.
To Date	The Regional Financial user must enter a To Date (end date) of the program income earned. The format must be: mm/dd/yyyy. The date can also be selected from the calendar provided. The system validates to check if "To Date" is later than system date, if so a message "Invalid Entry! Entered date cannot be greater than today's date" is displayed. If "To Date" is before "From Date", then a message "Invalid Entry! From Date should be earlier than or equal to To Date" is displayed.
Program Income Earned	The Regional Financial user must enter the program income earned amount. It is an income earned for a particular program, program year and program title for the specified period.
Balance On Hand	The balance on hand is displayed. The balance on hand is the difference between the program income earned and the expenditures reported against the program income.

2.2.2.3.3 Modify Program Income

This screen allows the Regional Financial user to edit or delete previously entered Program Income records.


Osmis - Windows Internet Explorer
http://awisun12:7778/Osmis/Login
One Stop Management Information System
Department of Economic Opportunity, State of Florida
Ver 11.06
User Name : Tester Test User ID : TESTBETA User Type : Region
Contact Us | About Us | Home | Log Out | Directory
Thursday, Oct 25, 2012
Navigation Menu
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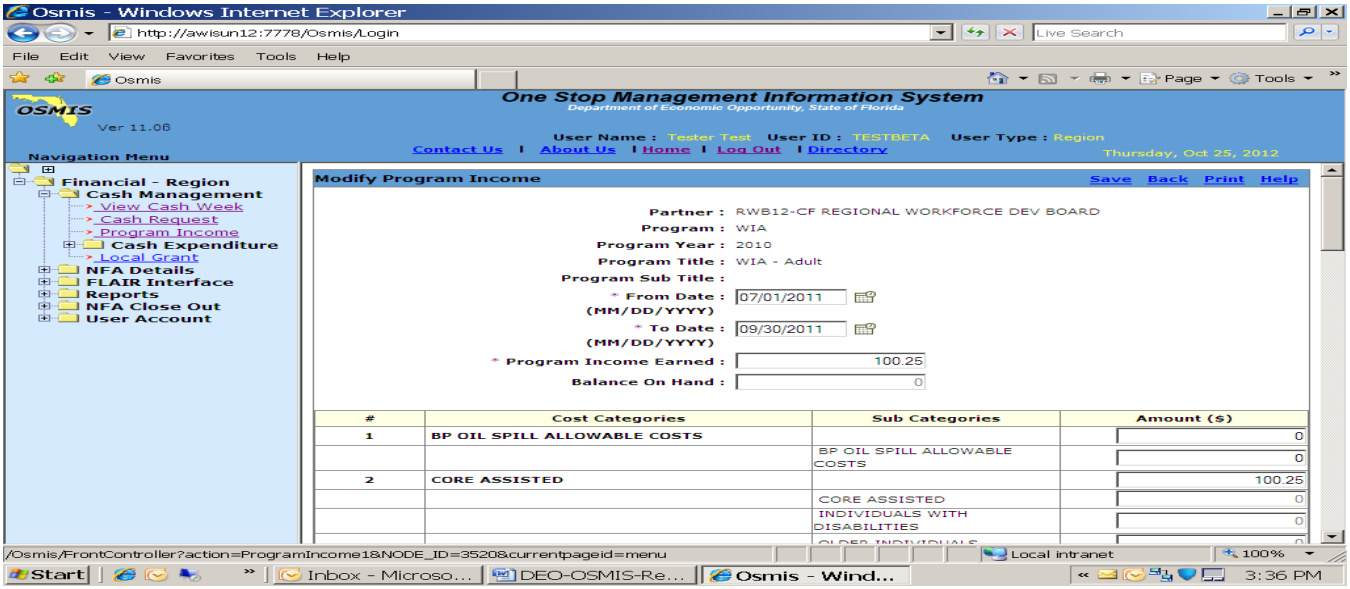
NFA Details
FLAIR Interface
Reports
NFA Close Out
User Account
Program Income
Print Help
Partner : RWB12-CF REGIONAL WORKFORCE DEV BOARD
Program : Not Selected
Program Year : Not Selected
Program Title : Not Selected
Number of records per page : 20
New Search Clear
1 to 1 of 1
Partner | Program | Program Year | Program Title | Program Sub Title | From Date (MM/DD/YYYY) | To Date (MM/DD/YYYY) | Income Earned ($) | Edit | Select
RWB12-CF REGIONAL WORKFORCE DEV BOARD | WIA | 2010 | WIA - Adult | | 07/01/2011 | 09/30/2011 | 100.25 | Edit
1 to 1 of 1
Page 1 of 1 1
Delete
Print Help
Start
3:35 PM

Select Box – The select box would need to be selected on a searched program income record to be able to "Delete" the record.


Osmis - Windows Internet Explorer
http://awisun12:7778/Osmis/Login
One Stop Management Information System
Department of Economic Opportunity, State of Florida
Ver 11.06
User Name : Tester Test User ID : TESTBETA User Type : Region
Contact Us | About Us | Home | Log Out | Directory
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FLAIR Interface
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NFA Close Out
User Account
Modify Program Income
Save Back Print Help
Partner : RWB12-CF REGIONAL WORKFORCE DEV BOARD
Program : WIA
Program Year : 2010
Program Title : WIA - Adult
Program Sub Title :
* From Date (MM/DD/YYYY) : 07/01/2011
* To Date (MM/DD/YYYY) : 09/30/2011
* Program Income Earned : 100.25
Balance On Hand : 0
| Cost Categories | Sub Categories | Amount ($)
1 | BP OIL SPILL ALLOWABLE COSTS | | 0
| | BP OIL SPILL ALLOWABLE COSTS | 0
2 | CORE ASSISTED | | 100.25
| | CORE ASSISTED | 0
| | INDIVIDUALS WITH DISABILITIES | 0
Start
3:36 PM

Note – When the edit option is selected, the previously entered program income records will display and the Regional Financial user may update records accordingly.

Field	Description
Partner	The name of the Partner (RWB) is displayed here.
Program	The Program name is displayed here.
Program Year	The Program year is displayed here.
Program Title	The Program title is displayed here.
Program Sub Title	The Program sub title is displayed here.
From Date	The start date of the program income period is entered here. Format: mm/dd/yyyy The date can also be selected from the calendar provided.
To Date	The end date of the program income period is entered here. Format: mm/dd/yyyy. The date can also be selected from the calendar provided. If the "To Date" is greater than the system date, then a message "Invalid Entry! Entered date cannot be greater than today's date" is displayed. If the "To Date" is less than the "From Date", then a message "Invalid Entry! From Date should be earlier than To Date" is displayed.
Program Income	Only numerical values are accepted here. If alphabetic characters are entered in the "Program Income Earned" column, then a message "An error occurred while processing your request, please try again." Message code: 750. Please enter numerical values without "-" or "+" sign in Program Income earned. Negative values are not allowed. If entered, a message "Negative value is not allowed", is displayed. The total of the sub cost categories amount should be less than program income earned or a message, "Expenditures must be less than or equal to program income earned amount", is displayed.
Balance On Hand	The balance on hand is the difference between the program income earned and the expenditures made against the program income. This non-editable field will show the value of "Program Income Earned" entered.
Cost Categories	The cost category that is configured for the Program, Program Title and Program Year. If cost categories do not exist for the selected combination, this field will not be displayed.
Sub Categories	The sub categories that are under the cost categories for the Program, Program Title and Program Year. If cost categories do not exist for the selected combination, this field will not be displayed and the amount spent should be entered only at the cost category level.
Amount	The Regional Financial user can enter the amount for either the cost category or sub cost categories. If the Regional user enters the amount in the cost category, the sub cost categories are disabled. If the Regional Financial user enters the amount for the sub cost categories, the cost category is disabled and the sub cost category is totaled up and displayed in the cost category field. If cost categories do not exist for the selected Program, Program Title and Program Year combination, this field will not be displayed.

Field	Description
Total	The total of all categories. The total is based on the status applied during the cost category creation. The status for the cost categories are "YES" or "NO", which implies, if the status for cost category is an "Add Up" or "Non-Add Up" cost category for that selected program. If the cost categories do not exist for the the selected Program, Program Title and Program Year combination, this field is not displayed.
Comments	Comments length should not be null. If not then application will display an alert message "Please enter comments; Comments length should be less than or equal to 500 characters. If not, then application will display an alert message, "You can enter only a maximum of 500 characters".
Save	The Regional Financial user can save an edited Program Income record by selecting this link. The Regional Financial user will be taken to the Search Program Income page and a message "Transaction Saved Successfully" will be displayed. Once the user clicks on this link, if the Program Income does not already exist for the Program, Program Title and Program Year, then the program income earned will be saved. Otherwise the application will display an error message, "Already Program Income Exists for this period."

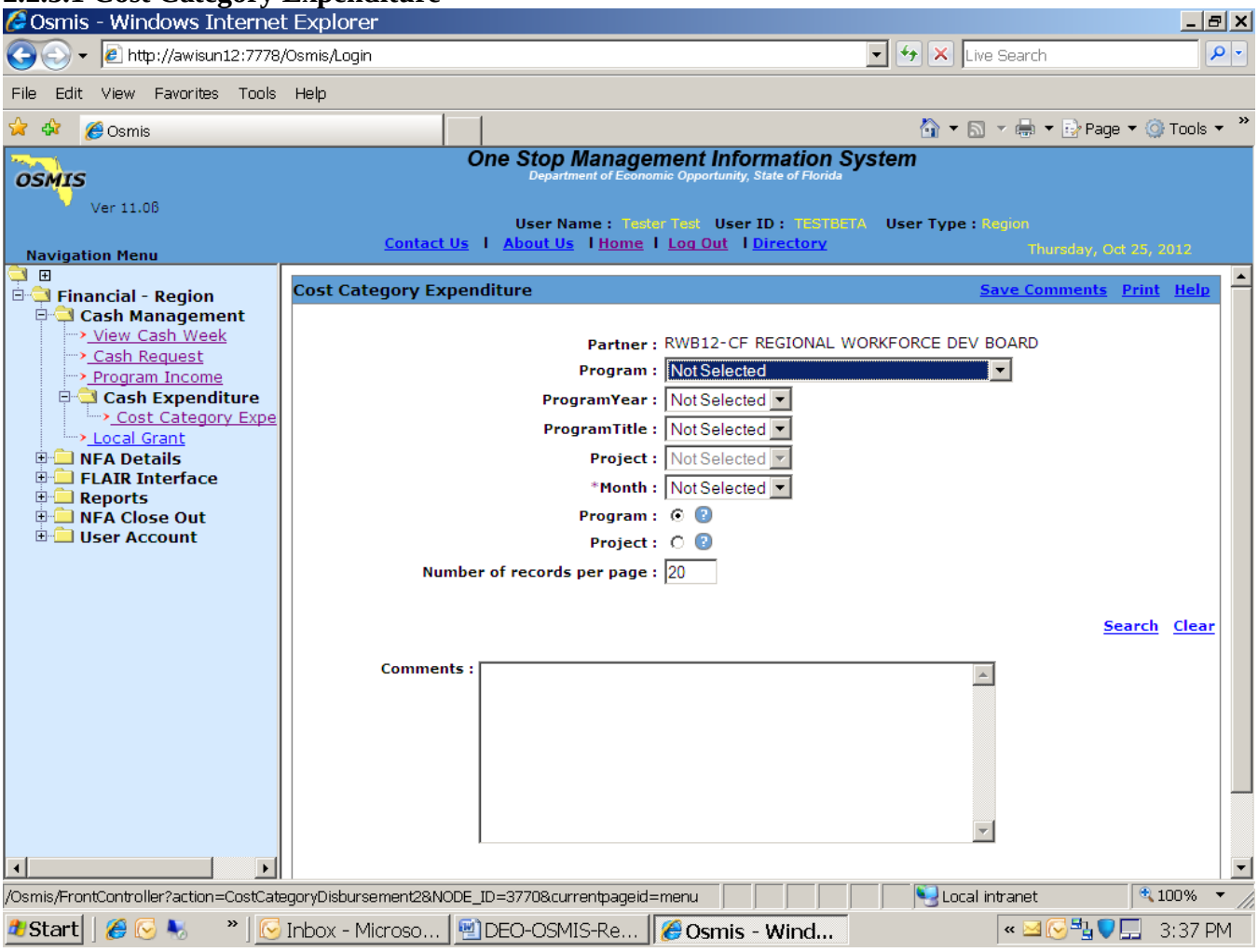
2.2.2.3.4 Error Messages

Error Code	Error Messages	Error Description
814	Program Income already exists for this period.	If the Program Income for the selected combination already exists and the Regional Financial user clicks the save link, this message will display.
783	Cost categories are NOT available for this Program, Program Title and Program Year.	For the selected combination, cost categories are not defined. The Regional Financial user may contact the Financial Administrator to map cost categories.
750	An error occurred while processing your request, please try again.	Only numerical values are allowed.

2.2.3 Cash Expenditure Folder

This process allows the Regional Financial user to enter cost category expenditures, expenditure adjustments and quarterly report unliquidated obligations for the monthly reporting period.

2.2.3.1 Cost Category Expenditure

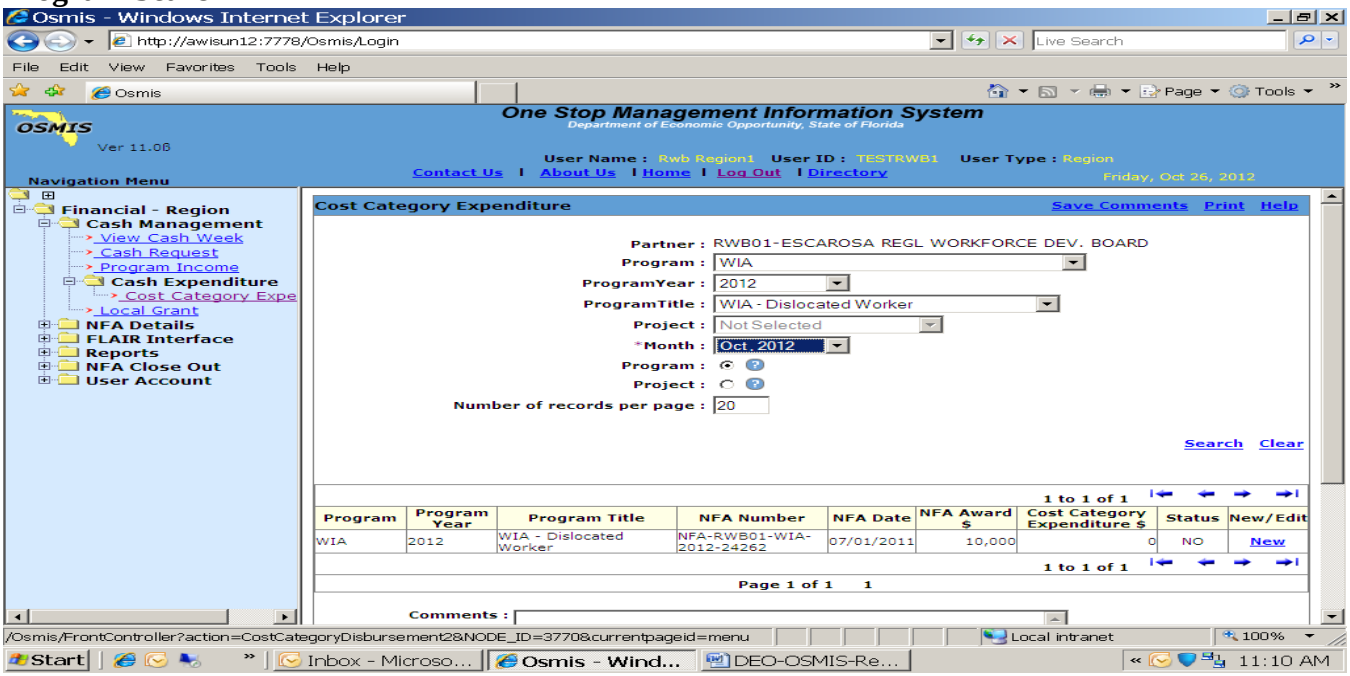


Field	Description
Partner	The name of the Partner (RWB) is displayed here. Partners are created in the Maintain Partner process by the Financial Administrator.
Program	The Regional Financial user may select a program from the drop down list. Programs are created by the Financial Administrator.
Program Year	The Regional Financial user may select the program year from the drop down list. The list is generated depending upon the Program selected.
Program Title	The Regional Financial user may select the program title from the drop down list. The list is generated depending upon the Program selected. If the Project radio button is selected the Program Title field will be disabled.
Project	The Regional Financial user may select a project from the drop down list only if the Project radio button is selected. The project list is generated depending on the Program and Program Year selected.
Month	The Regional Financial user must select the appropriate month to report cost category expenditures. The months available will be the current month and the month following.
Program Θ	The Program Radio Button. The program radio button is set as the default.
Project O	The Project Radio Button will have to be selected (Θ) before project drop down box can be enabled.
Number of Records per page	The default number of records per page is 20. The default number of records can be modified and the system only allows positive integer values. The maximum number of records per page is 100. If the Regional Financial user enters 101 or more an error message "Invalid Entry! Number of records should not be greater than 100" is displayed.
Search	Based on the search criteria specified the records will be searched and displayed. Details of this link are explained in the section on **Cost Category Expenditure (Search).**

2.2.3.1.1 Cost Category Expenditure (Search)

Records are displayed based on the search criteria selected.

Program Search


Osmis - Windows Internet Explorer
http://awisun12:7778/Osmis/Login
One Stop Management Information System
Department of Economic Opportunity, State of Florida
Ver 11.06
User Name : Rwb Region1 User ID : TESTRWB1 User Type : Region
Contact Us | About Us | Home | Log Out | Directory
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Cost Category Expe
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FLAIR Interface
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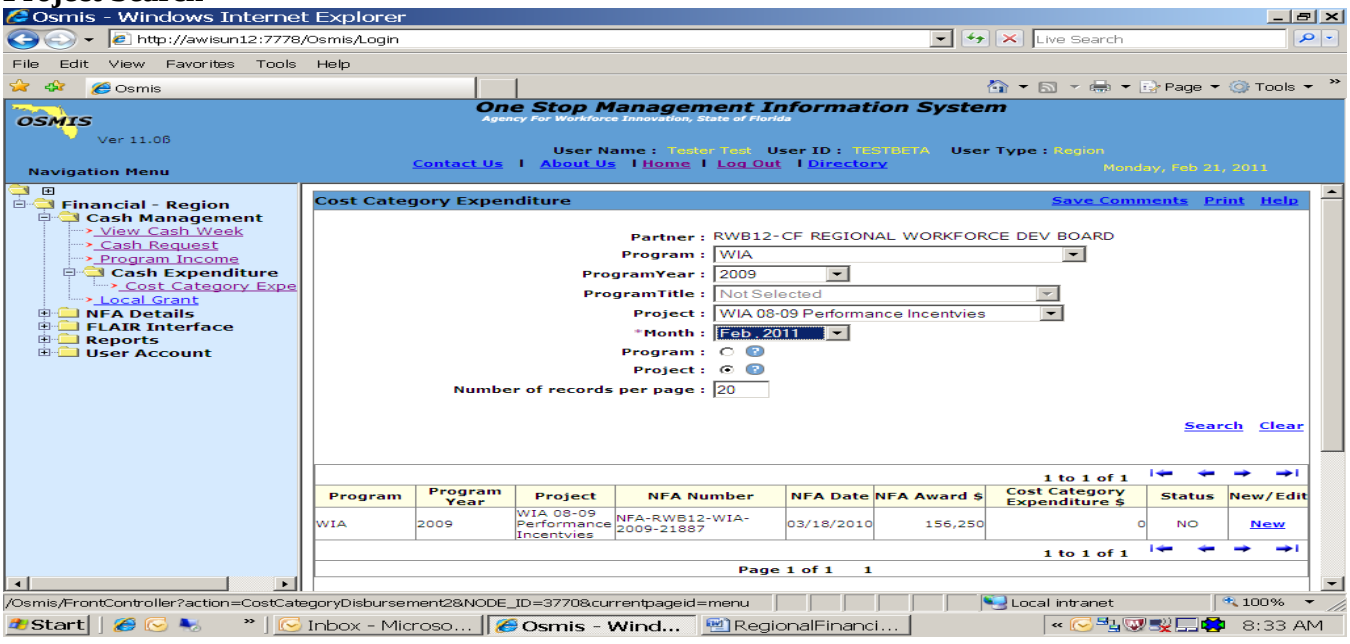
NFA Close Out
User Account
Cost Category Expenditure
Save Comments Print Help
Partner : RWB01-ESCAROSA REGL WORKFORCE DEV. BOARD
Program : WIA
ProgramYear : 2012
ProgramTitle : WIA - Dislocated Worker
Project : Not Selected
*Month : Oct, 2012
Program :
Project :
Number of records per page : 20
Search Clear
1 to 1 of 1
Program | Program Year | Program Title | NFA Number | NFA Date | NFA Award $ | Cost Category Expenditure $ | Status | New/Edit
WIA | 2012 | WIA - Dislocated Worker | NFA-RWB01-WIA-2012-24262 | 07/01/2011 | 10,000 | 0 | NO | New
1 to 1 of 1
Page 1 of 1 1
Comments :
Start
Inbox - Microso...
Osmis - Wind...
DEO-OSMIS-Re...
11:10 AM

Project Search


Osmis - Windows Internet Explorer
http://awisun12:7778/Osmis/Login
One Stop Management Information System
Agency For Workforce Innovation, State of Florida
Ver 11.06
User Name : Tester Test User ID : TESTBETA User Type : Region
Contact Us | About Us | Home | Log Out | Directory
Monday, Feb 21, 2011
Navigation Menu
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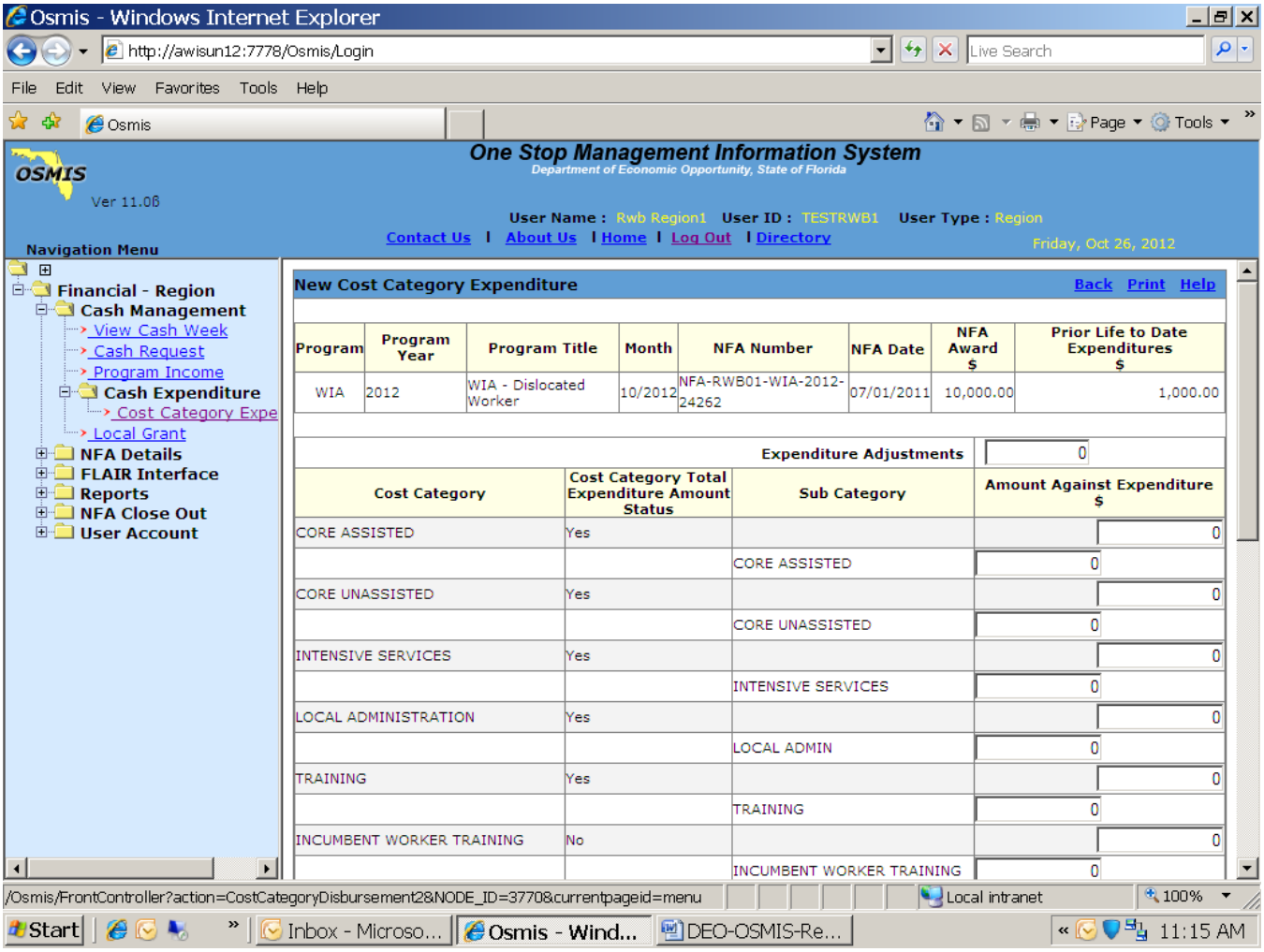
Cost Category Expe
Local Grant
NFA Details
FLAIR Interface
Reports
User Account
Cost Category Expenditure
Save Comments Print Help
Partner : RWB12-CF REGIONAL WORKFORCE DEV BOARD
Program : WIA
ProgramYear : 2009
ProgramTitle : Not Selected
Project : WIA 08-09 Performance Incentvies
*Month : Feb, 2011
Program :
Project :
Number of records per page : 20
Search Clear
1 to 1 of 1
Program | Program Year | Project | NFA Number | NFA Date | NFA Award $ | Cost Category Expenditure $ | Status | New/Edit
WIA | 2009 | WIA 08-09 Performance Incentvies | NFA-RWB12-WIA-2009-21887 | 03/18/2010 | 156,250 | 0 | NO | New
1 to 1 of 1
Page 1 of 1 1
Start
Inbox - Microso...
Osmis - Wind...
RegionalFinanci...
8:33 AM

Field	Description
Program	The Program name is displayed here.
Program Year	The Program Year is displayed here.
Program Title	The Program Title is displayed here. If the cost category expenditure is for a Project then this field will not be displayed.
Project	The Project Title is displayed here. If the cost category expenditure is for a program then this field will not be displayed.
NFA Number	The automated notice of funds available number is displayed here.
NFA Date	The notice of funds available start date is displayed here.
NFA Award	The notice of funds available award amount is displayed here.
Cost Category Expenditure	The LTD cost category expenditure amount is displayed here.
Status	The cost category reporting status is displayed here. Status is either YES OR NO. The status default will remain "NO" until cost category expenditures have been reported in that month. Then status will update to "YES".
New	The Regional Financial user can create a new cost category expenditure record by selecting this link. The Regional Financial user will be taken to the NEW cost category expenditure page. For additional screen details, please refer to section on **NEW Cost Category Expenditures.**
Edit	The Regional Financial user can EDIT a particular cost category expenditure record by selecting this link. The Regional Financial user will be taken to the "Modify Cost Category Expenditure" page. For additional screen details, please refer to section on **Modify Cost Category Expenditures.**
Comments	Comments length should not be null. If not then application will display an alert message "Please enter comments". Comments length should be less than or equal to 500 characters. If not, then application will display an alert message "You can enter only maximum of 500 characters".

2.2.3.1.2 New Cost Category Expenditure

This process allows the Regional Financial user to make a NEW Cost Category Expenditure to a particular program/project for monthly or current period reporting.

This process also allows the Regional user to quarterly report Unliquidated Obligations to the specific program(s) applicable to obligation reporting.


Osmis - Windows Internet Explorer
http://awisun12:7778/Osmis/Login
File Edit View Favorites Tools Help
One Stop Management Information System
Department of Economic Opportunity, State of Florida
OSMIS
Ver 11.08
User Name : Rwb Region1 User ID : TESTRWB1 User Type : Region
Contact Us | About Us | Home | Log Out | Directory
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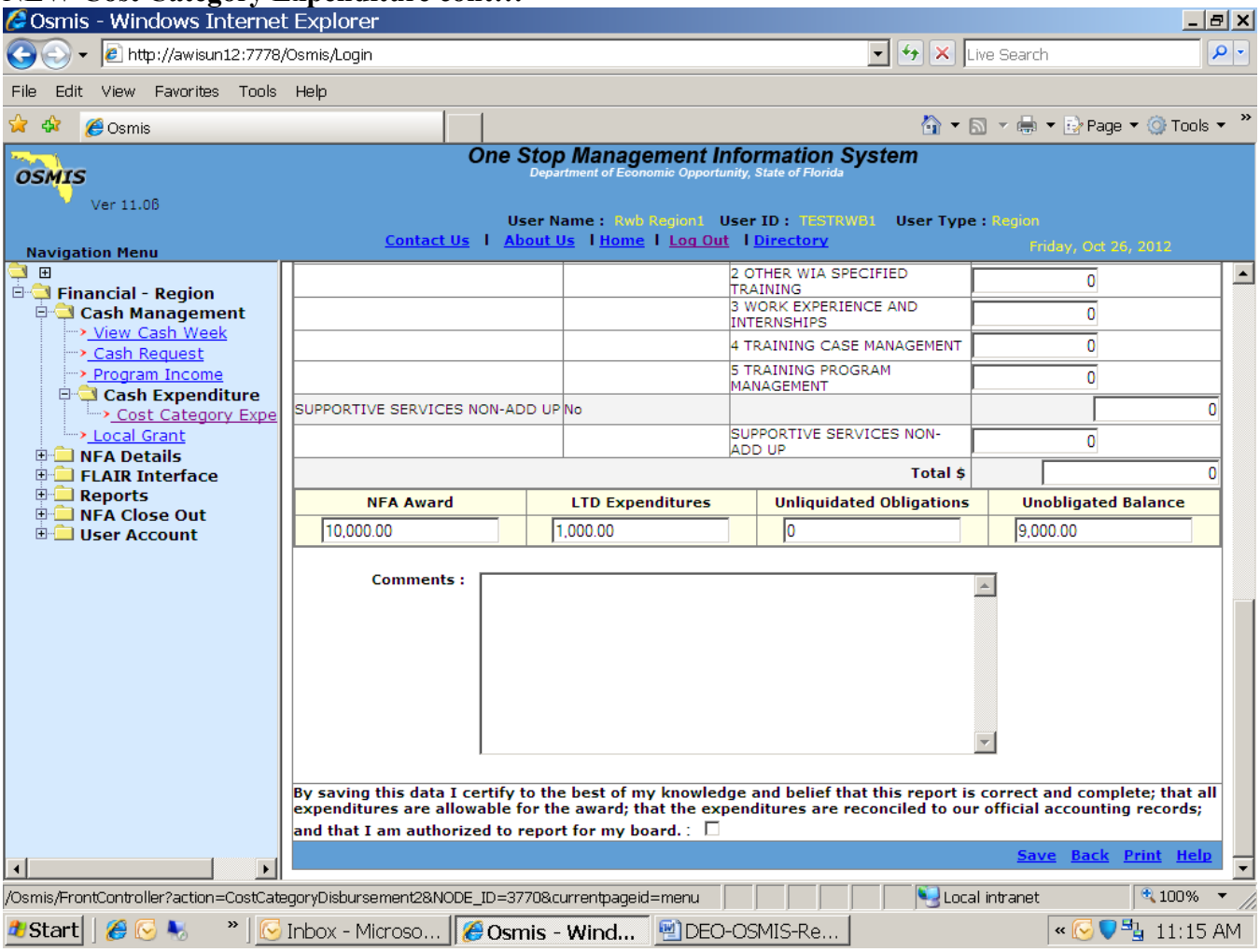
NFA Close Out
User Account
New Cost Category Expenditure
Back Print Help
Program | Program Year | Program Title | Month | NFA Number | NFA Date | NFA Award $ | Prior Life to Date Expenditures $
WIA | 2012 | WIA - Dislocated Worker | 10/2012 | NFA-RWB01-WIA-2012-24262 | 07/01/2011 | 10,000.00 | 1,000.00
Expenditure Adjustments 0
Cost Category | Cost Category Total Expenditure Amount Status | Sub Category | Amount Against Expenditure $
CORE ASSISTED | Yes | | 0
CORE ASSISTED | 0
CORE UNASSISTED | Yes | | 0
CORE UNASSISTED | 0
INTENSIVE SERVICES | Yes | | 0
INTENSIVE SERVICES | 0
LOCAL ADMINISTRATION | Yes | | 0
LOCAL ADMIN | 0
TRAINING | Yes | | 0
TRAINING | 0
INCUMBENT WORKER TRAINING | No | | 0
INCUMBENT WORKER TRAINING | 0
/Osmis/FrontController?action=CostCategoryDisbursement2&NODE_ID=3770&currentpageid=menu
Local intranet
100%
Start
Inbox - Microso...
Osmis - Wind...
DEO-OSMIS-Re...
11:15 AM

NEW Cost Category Expenditure cont…


Osmis - Windows Internet Explorer
http://awisun12:7778/Osmis/Login
File Edit View Favorites Tools Help
OSMIS
Ver 11.06
One Stop Management Information System
Department of Economic Opportunity, State of Florida
User Name : Rwb Region1 User ID : TESTRWB1 User Type : Region
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User Account
2 OTHER WIA SPECIFIED TRAINING
3 WORK EXPERIENCE AND INTERNSHIPS
4 TRAINING CASE MANAGEMENT
5 TRAINING PROGRAM MANAGEMENT
SUPPORTIVE SERVICES NON-ADD UP
No
SUPPORTIVE SERVICES NON-ADD UP
Total $
NFA Award
LTD Expenditures
Unliquidated Obligations
Unobligated Balance
10,000.00
1,000.00
0
9,000.00
Comments :
By saving this data I certify to the best of my knowledge and belief that this report is correct and complete; that all expenditures are allowable for the award; that the expenditures are reconciled to our official accounting records; and that I am authorized to report for my board. :
Save Back Print Help
Start
Inbox - Microso...
Osmis - Wind...
DEO-OSMIS-Re...
11:15 AM

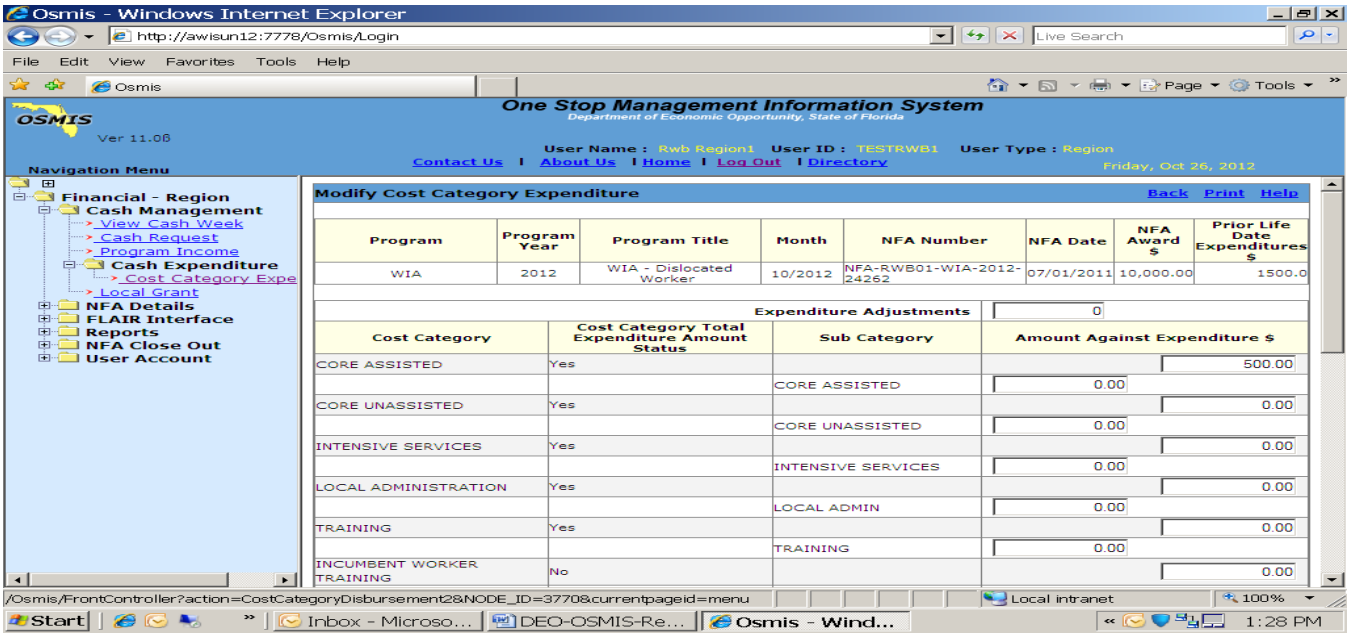
Field	Description
Program	The Program name is displayed here.
Program Year	The Program Year is displayed here.
Program Title	The Program title is displayed here.
Month	The Month the Regional Financial user is reporting for is displayed here.
NFA Number	The Notice of Fund Available number is displayed here. This is automatically generated through OSMIS.
NFA Date	The Notice of Fund Available start date is displayed here.
NFA Award	The Notice of Fund Available award amount is displayed here.

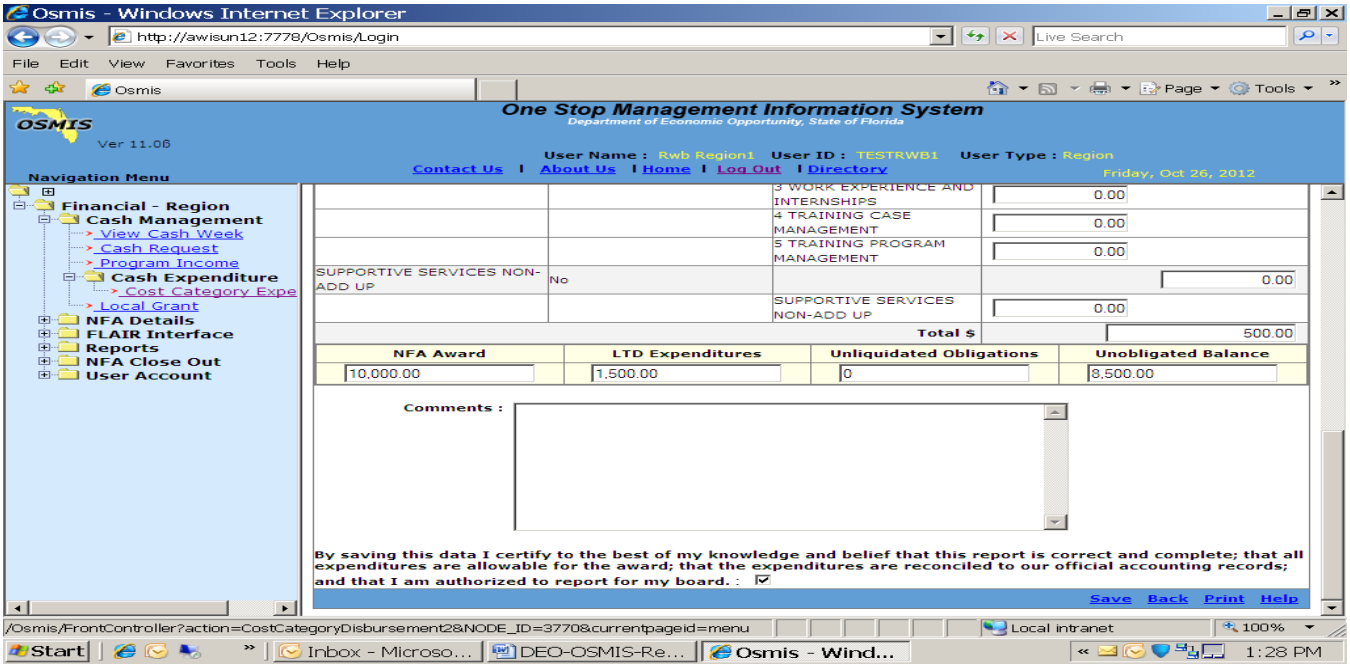
Field	Description
Prior LTD Expenditures	The Life to Date expenditure amount, excluding current month reporting, is displayed here.
Expenditure Adjustment	If Regional Financial user "edits" current month expenditures, then the amount of adjustment will display in this field.
Cost Category	The Cost Categories mapped to a particular program/project is displayed.
Cost Category Total Expenditure Amount Status	The cost category total expenditure amount status is displayed here. Status is either YES OR NO. All Add-Up cost categories will be displayed with a "YES" and NON-Add-Up cost categories will be displayed with an "NO". The NON-Add-Up cost categories are stand alone categories that will not calculate in the Regional users LTD total reported expenditures.
Sub Cost Category	The sub categories that are mapped under the cost category for the Program, Program Title and Program Year. If the cost category does not exist for the selected Program, Program Title and Program Year combination then this field will not be displayed.
Amount Against Expenditure	An amount entered by the Regional Financial user for a specific cost category. The programs that require reporting to the "sub cost category" the Regional Financial user must enter sub amounts that equal to cost category amount. If no sub is entered an error message "Cost Category expenditures and total sum of Sub Cost Category are not matching" will be displayed. The Amount Against Expenditure field is for numerical values only. If the Regional Financial user enters alphabetic characters in the amount field a message "Invalid Entry! Please enter numerical values without '.' or + sign in Amount" will be displayed. If the Regional Financial user enters an expenditure amount in such way that Sum of monthly expenditures and Unliquidated Obligations are greater than NFA Award a message "The LTD Expenditures plus the Unliquidated Obligations cannot be greater than the NFA Award" will be displayed.
Total	The sum of the cost category amounts entered by the Regional Financial user.
NFA Award	The Notice of Fund Available award amount is displayed here.
LTD Expenditures	The sum of the monthly Total Expenditures and Prior LTD expenditures are displayed here.
Unliquidated Obligations	The Regional Financial user enters an unliquidated obligation for programs that are applicable to report quarterly unliquidated obligations. If the Regional Financial user enters an unliquidated obligation that exceeds the Obligated Balance an error message "The LTD Expenditures plus the Unliquidated Obligations cannot be greater than the NFA Award" will be displayed.
Unobligated Balance	The difference between NFA Award and minus the sum of LTD expenditures & unliquidated obligations will be the amount displayed here.

Field	Description
Comments	Comments length should not be null. If not, then application will display an alert message "Please enter comment". Comments length should be less than or equal to 500 characters. If not, then application will display an alert message "You can enter only a maximum of 500 characters".
Save	The Regional Financial user will need to select this link to save all entered expenditures and unliquidated obligation (if applicable) for the reporting month. If the Regional Financial user clicks on save without entering the amount for a cost category (which is mandatory) a message, "Please enter amount for cost category" will be displayed. If the unliquidated obligations are required to be entered for a particular program and the Regional Financial user clicked save without entering an unliquidated obligation amount a message "You did not enter an unliquidated obligation" It will be defaulted to zero. Is that OK?" will be displayed. The Regional Financial user then has the option to click OK or Cancel.
Back	If the Regional Financial user clicks this link before saving entered expenditures or expenditure adjustments, no data will be saved for that reporting month.

2.2.3.1.3 Modify Cost Category Expenditure

This process allows the Regional Financial user to make a Cost Category Expenditure Adjustment against the previously entered expenditure before the deadline on the 20th of the month.





Field	Description
Program	The Program name is displayed here.
Program Year	The Program year is displayed here.
Program Title	The Program title is displayed here; if not for a project.
Month	The Month the Regional Financial user is reporting for is displayed here.
NFA Number	The Notice of Funds Available number is displayed here. This is automatically generated through OSMIS.
NFA Date	The Notice of Funds Available start date is displayed here.
NFA Award	The Notice of Funds Available award amount is displayed here.
Prior LTD Expenditures	The Life to Date expenditure amount, excluding current month reporting, is displayed here.
Expenditure Adjustment	If the Regional Financial user "edits" current month expenditures, then the amount of adjustment will display in this field.
Cost Category	The Cost Categories mapped to a particular program/project is displayed.
Cost Category Total Expenditure Amount Status	The cost category total expenditure amount status is displayed here. Status is either YES OR NO. All Add-Up cost categories will be displayed with a "YES" and NON-Add-Up cost categories will be displayed with an "NO." The NON-Add-Up cost categories are stand alone categories that will not calculate in the Regional Financial users LTD total reported expenditures.
Sub Cost Category	The sub categories mapped under the cost category for the Program, Program Title and Program Year. If the cost category does not exist for the selected Program, Program Title and Program Year combination then this field will not be displayed.
Amount Against Expenditure	An amount entered by the Regional Financial user for a specific cost category. The programs that require reporting to the "sub cost category" the Regional Financial user must enter sub amounts that equal to cost category amount. If no sub is entered an error message "Cost Category expenditures and total sum of Sub Cost Category are not matching" will be displayed. The Amount Against Expenditure field is for numerical values only. If the Regional Financial user enters alphabetic characters in the amount field a message "Invalid Entry! Please enter numerical values without '.' or + sign in Amount" will be displayed. If the Regional Financial user enters an expenditure amount in so that the sum of monthly expenditures and Unliquidated Obligations are greater than NFA Award a message "The LTD Expenditures plus the Unliquidated Obligations cannot be greater than the NFA Award" will be displayed.
Total	The sum of the cost category amounts entered by the Regional Financial user.
NFA Award	The Notice of Funds Available award amount is displayed here.
LTD Expenditures	The sum of the monthly Total Expenditures and Prior LTD expenditures are displayed here.

Field	Description
Unliquidated Obligations	The Regional Financial user enters an unliquidated obligation for programs that are applicable to report quarterly unliquidated obligations. If the Regional Financial user enters an unliquidated obligation that exceeds the Obligated Balance an error message, "The LTD Expenditures plus the Unliquidated Obligations cannot be greater than the NFA Award" will be displayed. The Regional Financial user will need to re-enter the unliquidated obligation amount for that reporting month "each" time the expenditure EDIT link is selected. The Unliquidated Obligation field is set to default to ZERO each time a Regional user selects the Edit link.
Unobligated Balance	The difference between NFA Award and minus the sum of LTD expenditures & unliquidated obligations will be the amount displayed here.
Comments	Comments length should not be null. If not then application will display an alert message "Please enter comment". Comments length should be less than or equal to 500 characters. If not, then application will display an alert message "You can enter only a maximum of 500 characters".
Save	The Regional Financial user will need to select this link to save all entered expenditures adjustments and unliquidated obligation (if applicable) for the reporting month. If the Regional Financial user clicks on save without entering amount for a cost category which is mandatory a message "Please enter amount for cost category" will be displayed. If program that monthly expenditures are being entered for requires an unliquidated obligation and the Regional Financial user clicked save without entering an unliquidated obligation amount a message "You did not enter an unliquidated obligation. It will be defaulted to zero. Is that OK?" will be displayed. The Regional Financial user then has the option to click OK or Cancel.
Back	If the Regional Financial user clicks this link before saving entered expenditures or expenditure adjustments, no data will be saved for that reporting month.

2.2.3.1.4 Error Messages

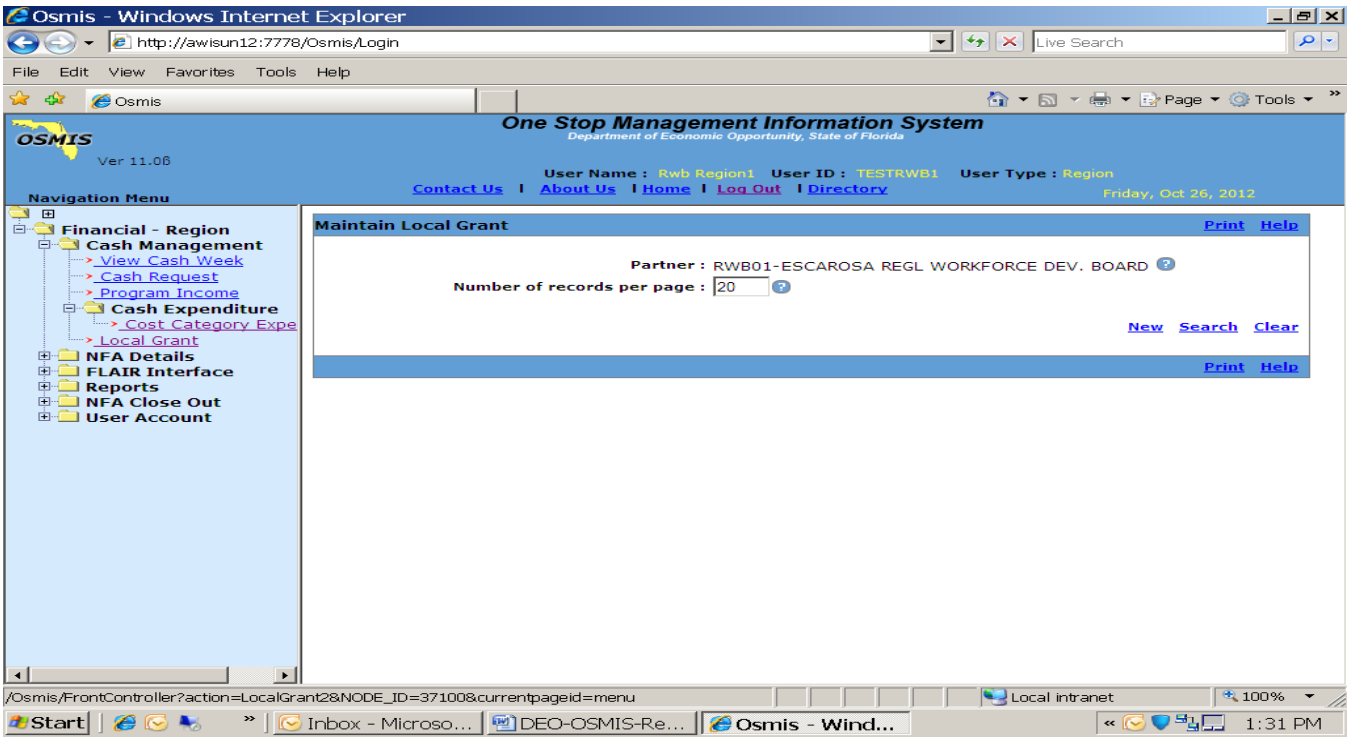
Error Code	Error Messages	Error Description
826	Total expenditures amount should be less than or equal to NFA Award.	Whenever the sum of the monthly expenditure amount and LTD expenditures are greater than the NFA Award, this message is displayed. The Regional Financial user has to enter a lesser amount for expenditures.
827	Sum of LTD Expenditures and Unliquidated Obligation should be less than or equal to NFA Award.	Whenever expenditures are made, the Unobligated Balance is calculated. If the sum of LTD Expenditures and the Unliquidated Obligation is greater than the NFA Award, this message is displayed.
745	There is no Cost Category found for the Program, Year and Title combination.	Whenever the Regional Financial user clicks NEW for a selected Program, Program Title and Year and no cost categories are mapped, this message is displayed. The Regional Financial user has to contact the Financial Administrator to map cost categories.

Error Code	Error Messages	Error Description
746	There is no Cost Category found for the Project and Year combination.	Whenever the Regional Financial user clicks NEW for a selected Project and Year and no cost categories are mapped, this message is displayed. The Regional Financial user has to contact the Financial Administrator to map cost categories.
759	No Records Found	Whenever the Regional Financial user selects Program, Program Title and Program year for a program/project that is already fully expended or is past the closeout period, this message is displayed.

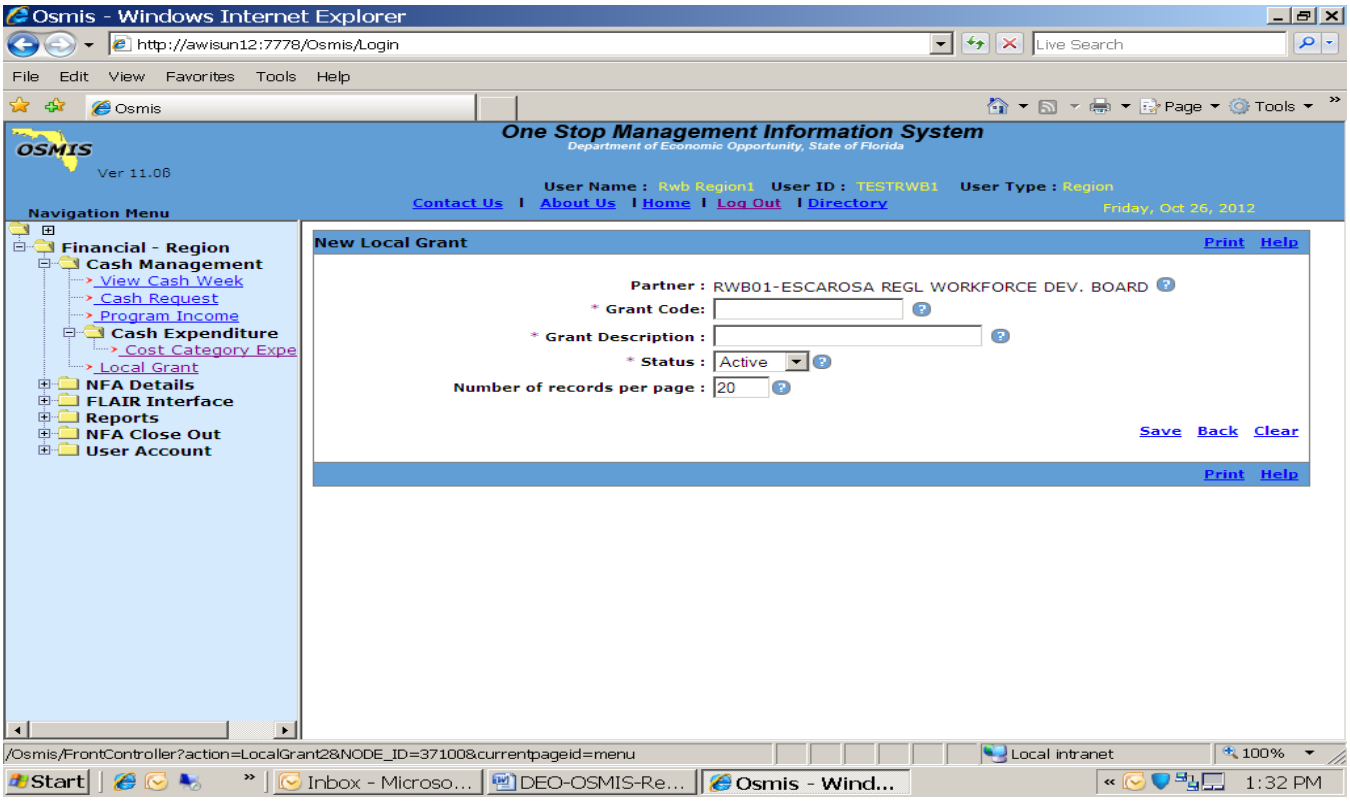
2.2.4 Local Grant Folder

This process allows the Regional Financial user to create and edit internal numbers to correlate to the OSMIS Program and Projects that are active to the Regional Workforce Board.

Once the Regional Financial user has created and saved a "local grant" the number will appear on the NFA (Notice of Funds Available), PHCA (Partner History Cash Advance) and the Grant Summary Reports.



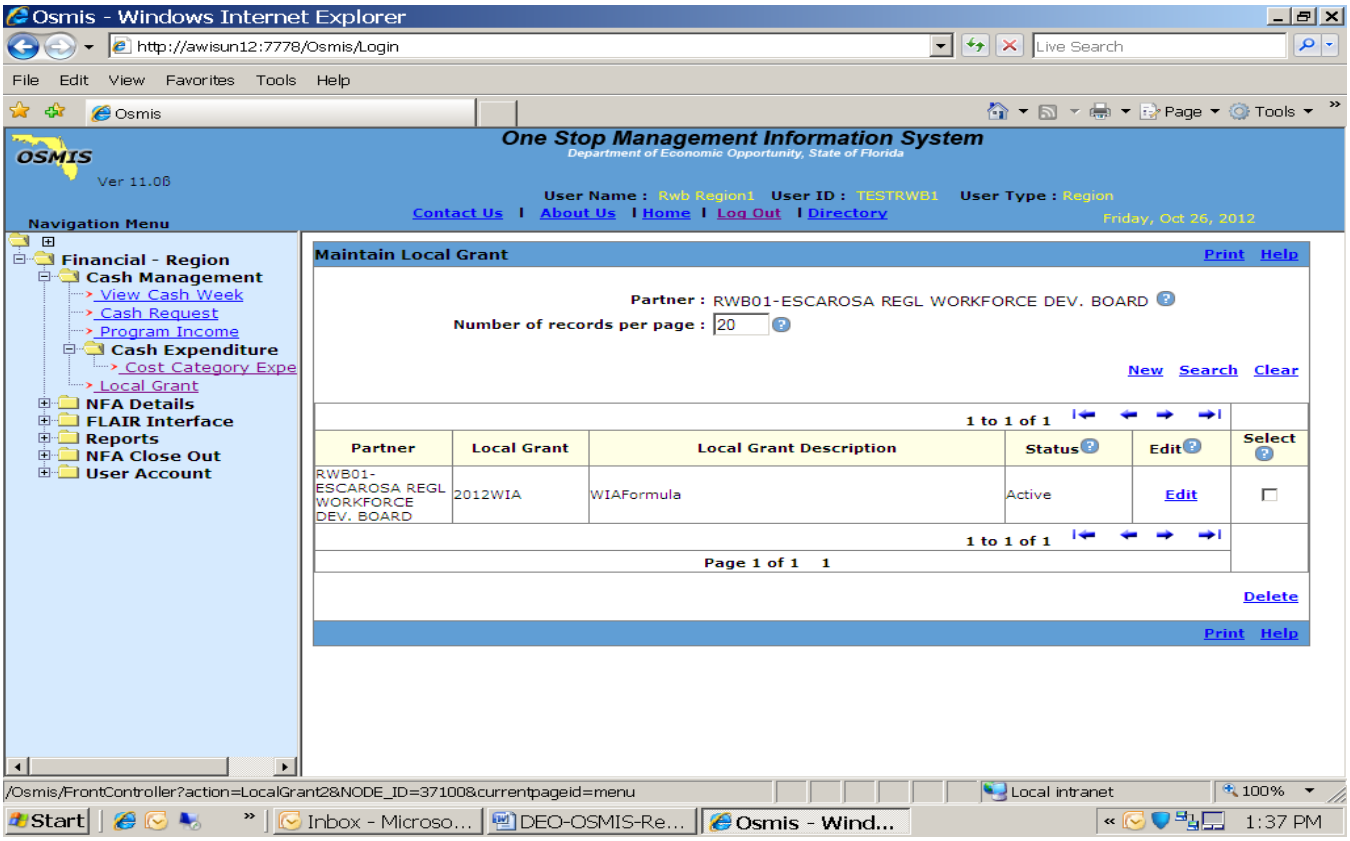
2.2.4.1 NEW Local Grant



Field	Description
Partner	The name of the Partner (RWB) is displayed here. Partners are created in the Maintain Partner process by the Financial Administrator.
Grant Code	The Regional Financial user enters an internal code that will represent their local grant code to a specific program/project in OSMIS. The Grant Code field holds up to 15 characters and can be alpha or numeric characters.
Grant Description	The Regional Financial user enters the OSMIS Program or Project name that corresponds with the Grant Code. The Grant Description field holds up to 30 characters and can be alpha or numeric. *For example: Adult ARRA (Grant Description) = 720 (Local Grant).*
Status	The Regional Financial user selects the status from the drop down box. The status is either Active or Inactive.
Number of Records per page	The default number of records is 20 per page. The number of records per page can be modified and only allows positive values. The maximum number of records per page is 100. If the Regional Financial user enters a number greater than 100 a message "Invalid Entry! Number of records per page should not be greater than 100" is displayed.

2.2.4.1.1 Maintain Local Grant

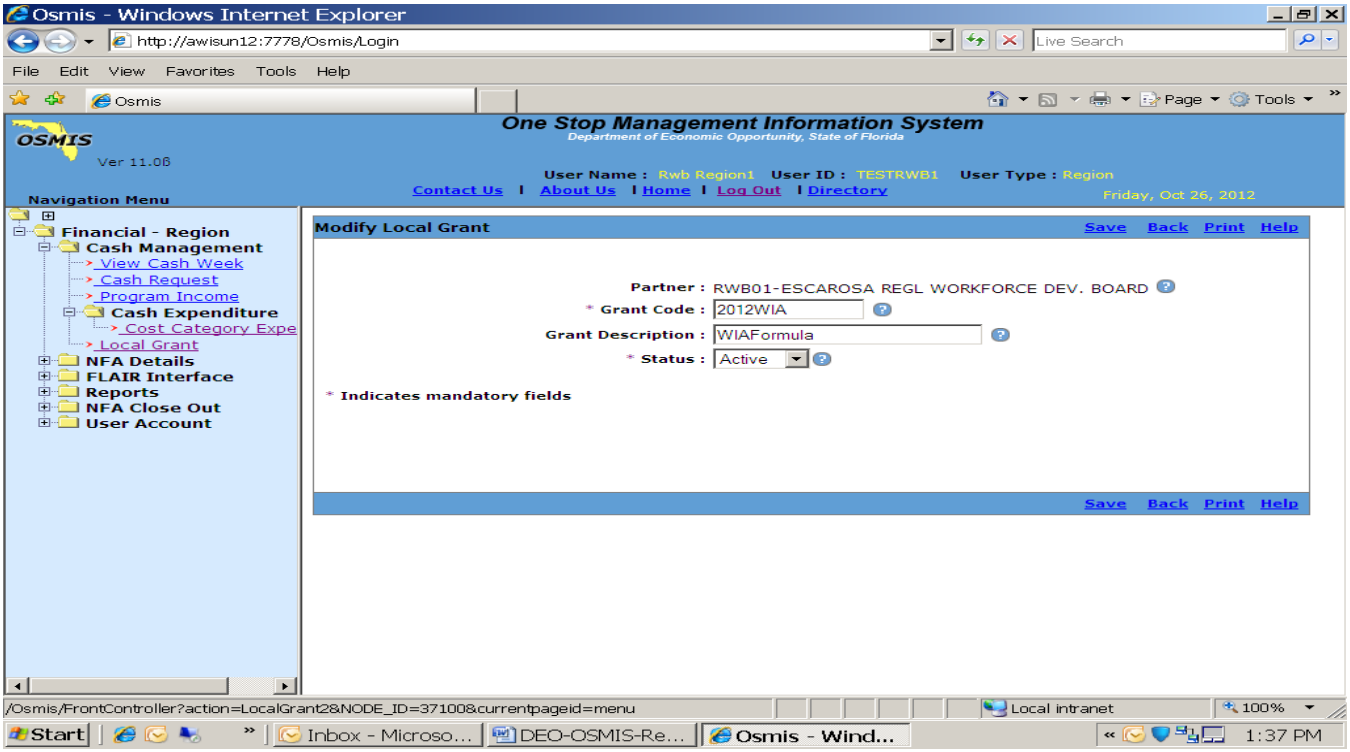
This screen allows the Regional Financial user to search and edit existing local grant numbers.



Field	Description
Partner	The name and RWB number is displayed here.
Local Grant	The Local Grant is displayed here.
Local Grant Description	The Local Grant Description is displayed here. The Local Grant Description is entered by the Regional Financial user to correlate with the existing title of programs and projects in OSMIS.
Status	The Status for the Local Grant is displayed here. The status is maintained by the Regional Financial user.
Edit	The Regional Financial user can click on the EDIT link to update existing information for a particular local grant number.

2.2.4.1.2 Modify Local Grant

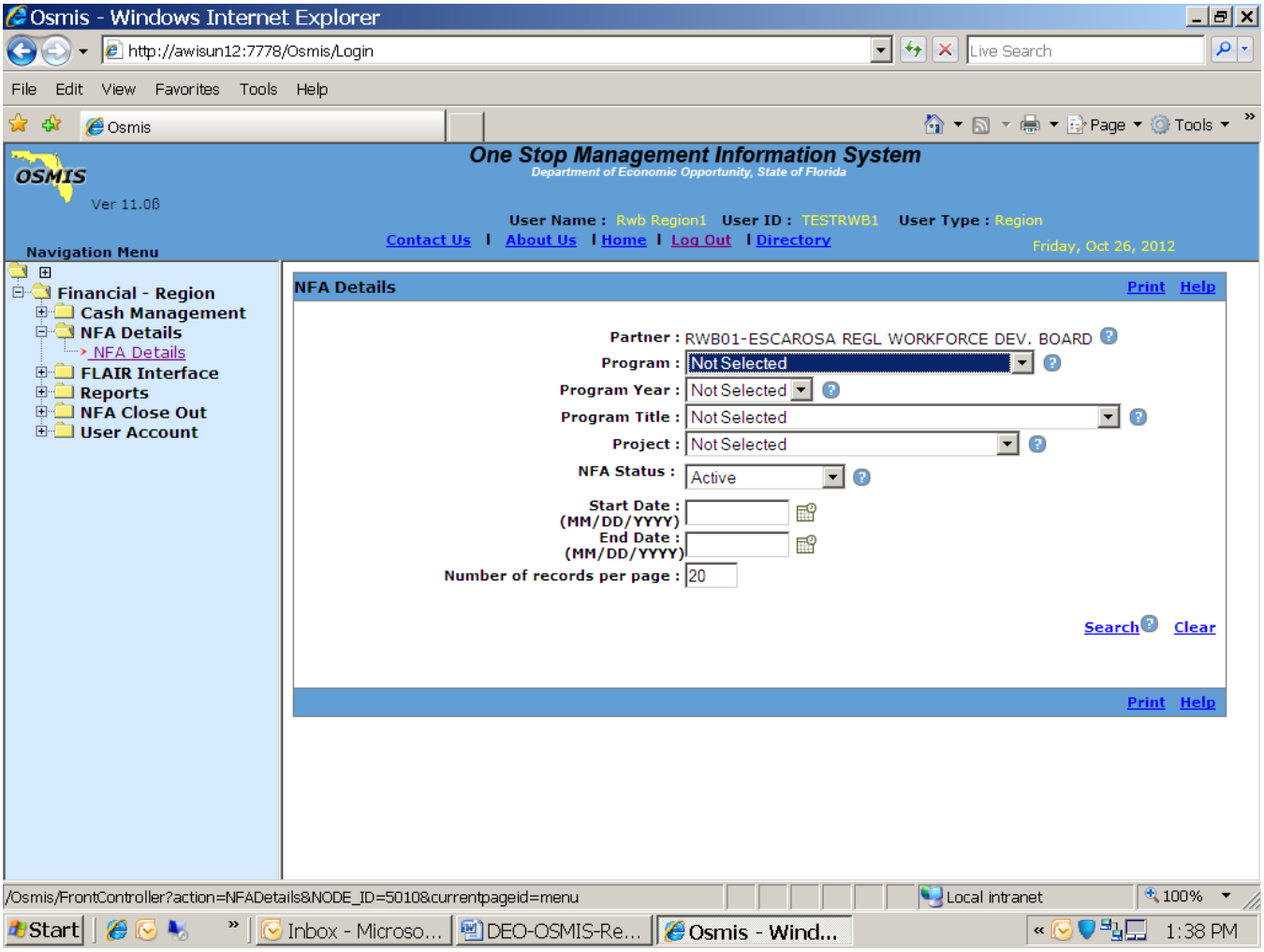
This process allows the Regional Financial user to edit Grant code, Grant Description and the status.



Field	Description
Partner	The name of the Regional Workforce Board is displayed here.
Grant Code	The existing local grant number is displayed here. The Regional Financial user can update the number in this field.
Grant Description	The existing grant description is displayed here. The Regional Financial user can update the description in this field.
Status	The local grant number status is displayed here. The Regional Financial user can update the status in this field.
Save	The Regional Financial user clicks this link to update in changes being made to any open fields.
Back	If the Regional Financial user clicks the BACK link; then no updates that were entered will be saved. The Regional Financial user will have to click the EDIT link and re-enter any updates.

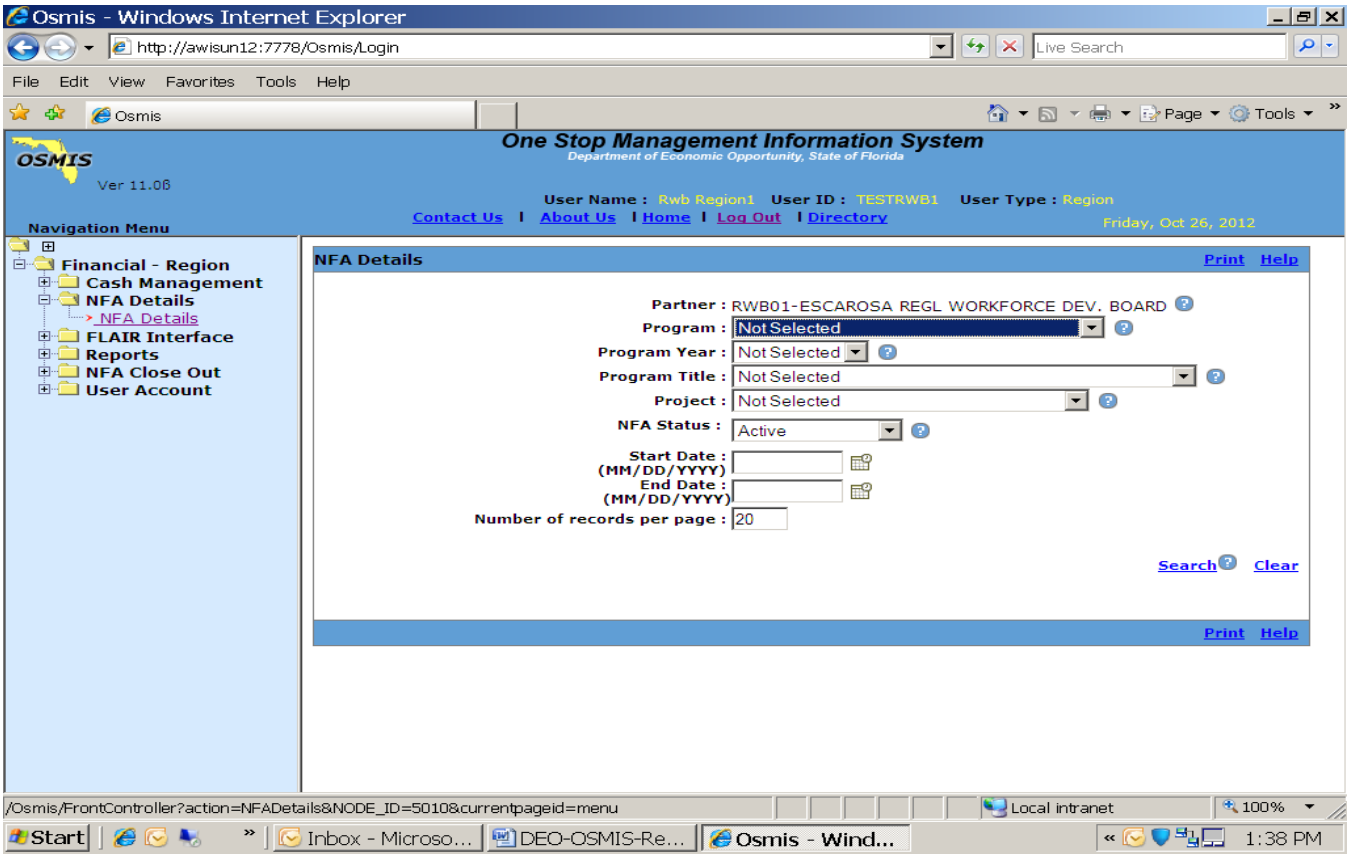
2.2.5 NFA Details Folder

This process allows the Regional Financial user to view the NFA Details.



2.2.5.1 NFA Details

This screen allows the Regional Financial user to view NFA details for each Program or Project. Programs and Projects are maintained by the Financial Administrator.



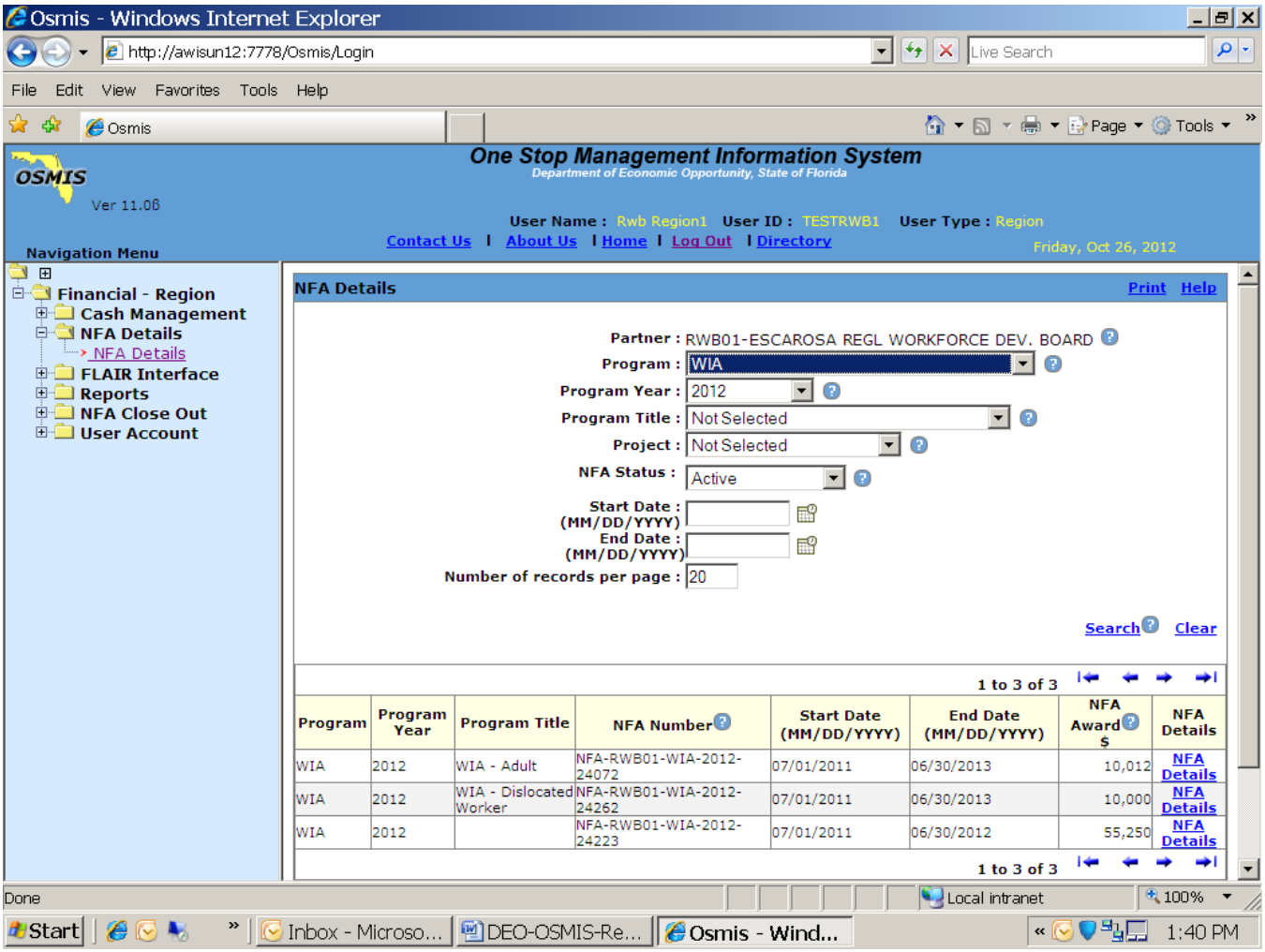
Field	Description
Partner	The name of the Regional Workforce Board is displayed here.
Program	The Regional Financial user may select a Program from the list.
Program Year	The Regional Financial user may select a Program Year from the list. This list is generated depending upon the program selected.
Program Title	The Regional Financial user may select a Program Title from the list.
Project	The Regional Financial user may select a Project from the drop down list.
Start Date	The date should be a valid date. The date should be entered only in the mm/dd/yyyy format. If date is invalid, then application will display an alert message as “Invalid Date! Year should be greater than or equal to 1900.”

Field	Description
End Date	The date should be a valid date. The date should be entered only in the mm/dd/yyyy format. If date is invalid, then application will display an alert message as "Invalid Date! Year should be greater than or equal to 1900". "End Date" should be larger than "Start Date". If an earlier date is entered by the Regional Financial user a message "Invalid Entry!!! Start Date should be earlier than or equal to End Date" will be displayed.
Number of Records per page	The default number of records is 20 per page. The number of records per page can be modified and only allows positive values. The maximum number of records per page is 100. If the Regional Financial user enters a number greater than 100 a message "Invalid Entry! Number of records per page should not be greater than 100" is displayed.
Search	Based on the search criteria specified, the records are searched and displayed. If this link is selected without any criteria specified a general search will be conducted and all records will be displayed. Details of this link are explained in the section on **NFA Details (Search).**
Comments	Comments length should not be null. If not then application will display an alert message "Please enter comment". Comments length should be less than or equal to 500 characters. If not, then application will display an alert message "You can enter only a maximum of 500 characters".

2.2.5.1.1 NFA Details (Search)

Based on the search criteria specified, the records can be searched and displayed.

If this link is selected without any criteria specified, a general search will be conducted and all records will be displayed.


Osmis - Windows Internet Explorer
http://awisun12:7778/Osmis/Login
File Edit View Favorites Tools Help
One Stop Management Information System
Department of Economic Opportunity, State of Florida
OSMIS
Ver 11.06
User Name : Rwb Region1 User ID : TESTRWB1 User Type : Region
Contact Us | About Us | Home | Log Out | Directory
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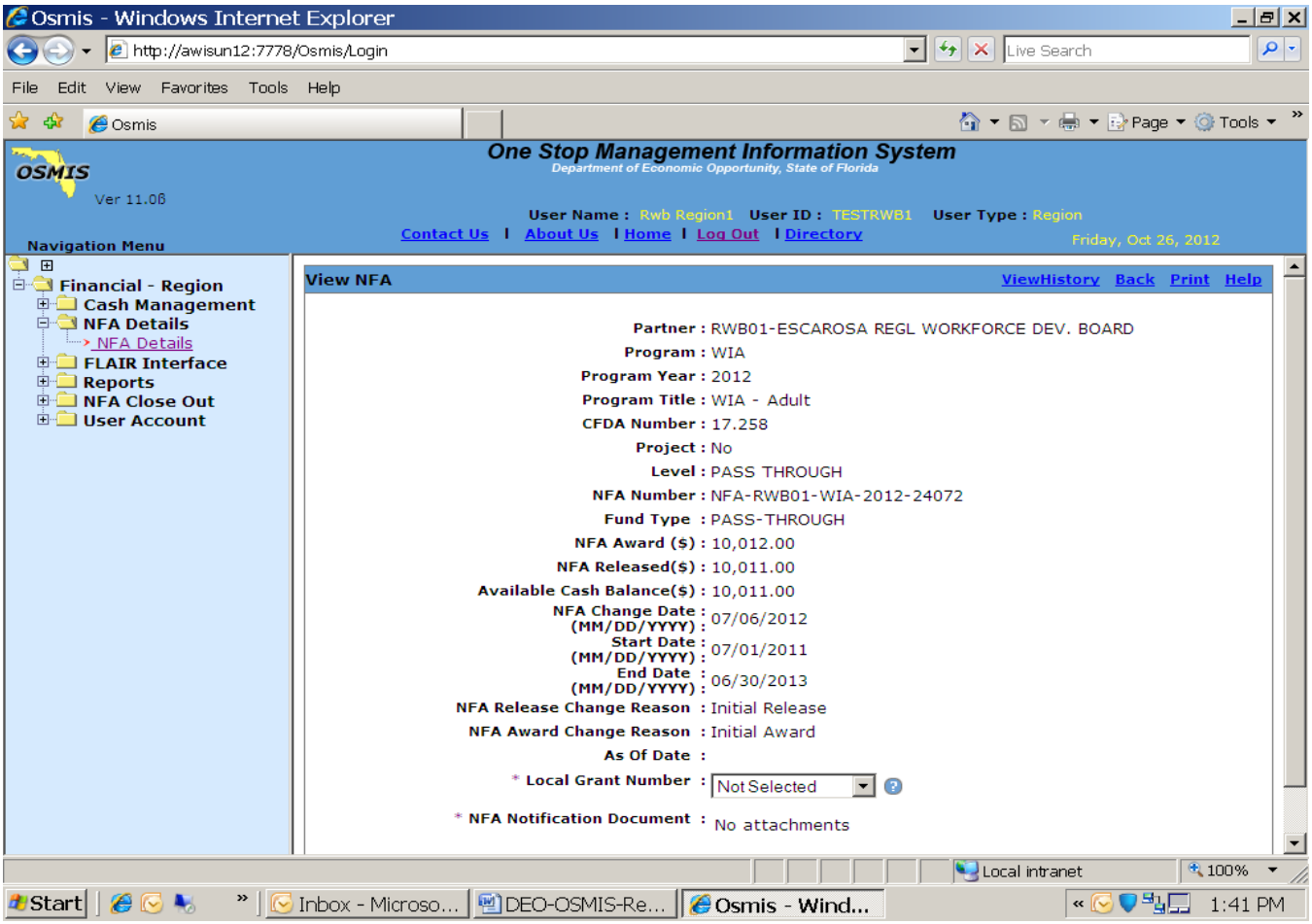
Navigation Menu
Financial - Region
Cash Management
NFA Details
NFA Details
FLAIR Interface
Reports
NFA Close Out
User Account
NFA Details
Print Help
Partner : RWB01-ESCAROSA REGL WORKFORCE DEV. BOARD
Program : WIA
Program Year : 2012
Program Title : Not Selected
Project : Not Selected
NFA Status : Active
Start Date : (MM/DD/YYYY)
End Date : (MM/DD/YYYY)
Number of records per page : 20
Search Clear
1 to 3 of 3
Program | Program Year | Program Title | NFA Number | Start Date (MM/DD/YYYY) | End Date (MM/DD/YYYY) | NFA Award $ | NFA Details
WIA | 2012 | WIA - Adult | NFA-RWB01-WIA-2012-24072 | 07/01/2011 | 06/30/2013 | 10,012 | NFA Details
WIA | 2012 | WIA - Dislocated Worker | NFA-RWB01-WIA-2012-24262 | 07/01/2011 | 06/30/2013 | 10,000 | NFA Details
WIA | 2012 | | NFA-RWB01-WIA-2012-24223 | 07/01/2011 | 06/30/2012 | 55,250 | NFA Details
1 to 3 of 3
Done
Local intranet
100%
Start
Inbox - Microso...
DEO-OSMIS-Re...
Osmis - Wind...
1:40 PM

Field	Description
Program	The name of the program is displayed here.
Program Year	The program year is displayed here.
Program Title	The program title is displayed here.
NFA Number	The Notice of Funds Available number is displayed here. This is an automatic number generated in OSMIS when an NFA is created by Financial Administrator.
Start Date	The Start Date of the program or project is displayed here.
End Date	The End Date of the program or project is displayed here.
NFA Award	The Notice of Funds Available Award amount is displayed here.
NFA Details	The Regional Financial user can view the Notice of Funds Available Details selected by clicking this link. Details of this link are explained in the **View NFA section**.
Comments	Comments length should not be null. If not then application will display an alert message "Please enter comment". Comments length should be less than or equal to 500 characters. If not, then application will display an alert message "You can enter only a maximum of 500 characters".

2.2.5.1.2 View NFA

The Regional Financial user can view the NFA Details for a particular program or project through this screen. The Regional Financial user may also assign a local grant number for the selected program or project at this screen.


Osmis - Windows Internet Explorer
http://awisun12:7778/Osmis/Login
File Edit View Favorites Tools Help
One Stop Management Information System
Department of Economic Opportunity, State of Florida
Ver 11.08
User Name : Rwb Region1 User ID : TESTRWB1 User Type : Region
Contact Us | About Us | Home | Log Out | Directory
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Navigation Menu
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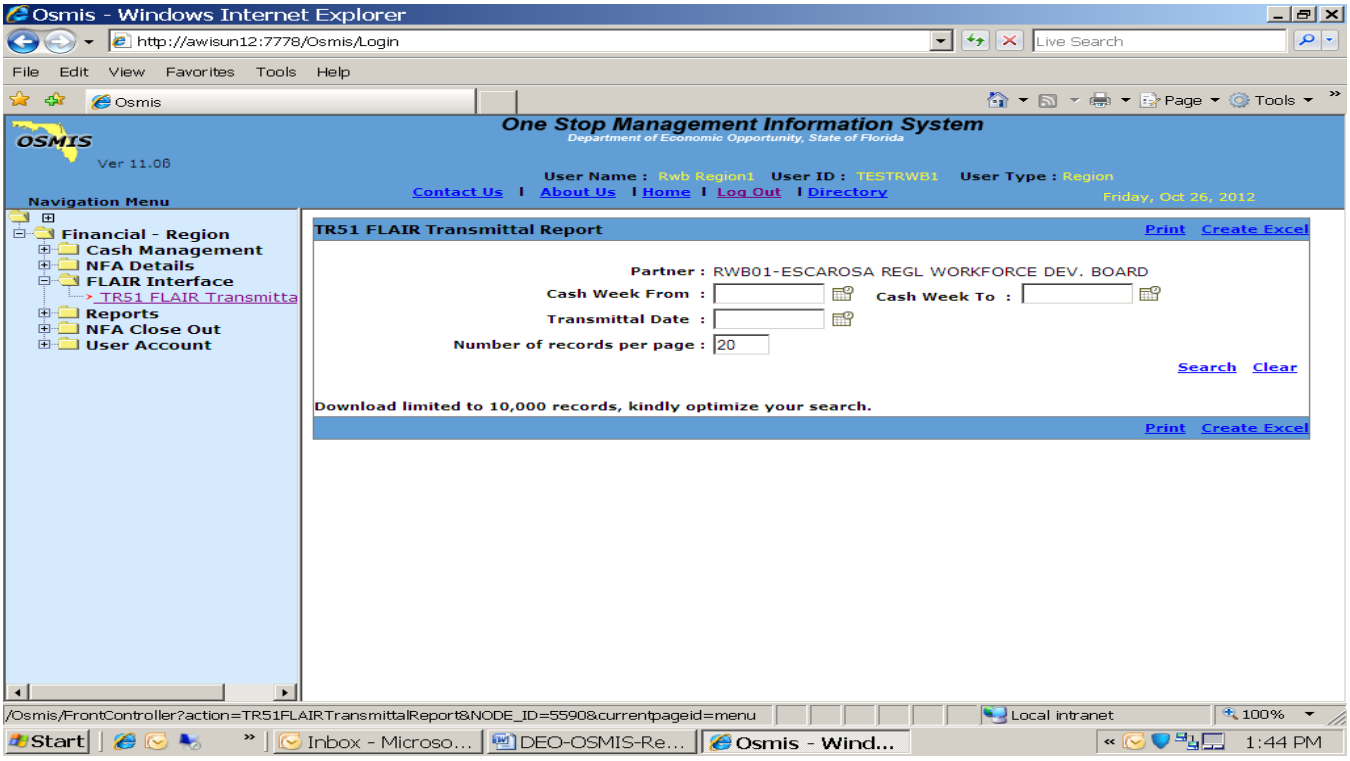
Cash Management
NFA Details
NFA Details
FLAIR Interface
Reports
NFA Close Out
User Account
View NFA
ViewHistory Back Print Help
Partner : RWB01-ESCAROSA REGL WORKFORCE DEV. BOARD
Program : WIA
Program Year : 2012
Program Title : WIA - Adult
CFDA Number : 17.258
Project : No
Level : PASS THROUGH
NFA Number : NFA-RWB01-WIA-2012-24072
Fund Type : PASS-THROUGH
NFA Award ($) : 10,012.00
NFA Released($) : 10,011.00
Available Cash Balance($) : 10,011.00
NFA Change Date (MM/DD/YYYY) : 07/06/2012
Start Date (MM/DD/YYYY) : 07/01/2011
End Date (MM/DD/YYYY) : 06/30/2013
NFA Release Change Reason : Initial Release
NFA Award Change Reason : Initial Award
As Of Date :
* Local Grant Number : Not Selected
* NFA Notification Document : No attachments
Local intranet
100%
Start
Inbox - Microso...
DEO-OSMIS-Re...
Osmis - Wind...
1:41 PM

Field	Description
Partner	The name of the Partner (RWB) is displayed here.
Program	The name of the selected Program is displayed here.
Program Year	The Program Year selected is displayed here.
Program Title	The Program Title selected is displayed here.
CFDA	The CFDA number is displayed here. The Catalog of Federal Domestic Assistance is maintained by the Financial Administrator in the Maintain Program process.

Field	Description
Project	The Project name is displayed here. If the project name was not selected on the NFA Details (Search) link then NO will be displayed.
Level	The level name is displayed here. For example: passthrough level would display for formula funds…set aside level would display for a project..etc..
NFA Number	The Notice of Funds Available number is displayed here. This is an automatic number generated in OSMIS when an NFA is created by Financial Administrator.
Fund Type	The Fund Type is displayed here. For example: passthrough level would display for formula funds…set aside level would display for a project..etc..
NFA Award	The Notice of Funds Available Award amount for the program or project selected is displayed here.
NFA Released	The Notice of Funds Available Released amount for the program or project selected is displayed here.
Available Cash Balance	The Available Cash Balance is the amount available for the Regional Financial user to request for the selected program or project.
NFA Change Date	The current Notice of Funds Available change date is displayed here. These changes are maintained by the Financial Administrator.
Start Date	The Start Date of the Program or Project is displayed here.
End Date	The End Date of the Program or Project is displayed here.
NFA Release Change Reason	The current Notice of Funds Available Release change reason is displayed here. The Release change reasons are maintained by the Financial Administrator in the Maintain Reason Code.
NFA Award Change Reason	The current Notice of Funds Available Award change reason is displayed here. The Award change reasons are maintained by the Financial Administrator in the Maintain Reason Code.
Local Grant Number	The Regional Financial user must select the local grant number from the drop down selection box here. The list will display local grant numbers created and saved by the Regional user.

2.2.6 FLAIR Interface Folder

This folder allows the Regional Financial user to retrieve a cash advance report for a specific time frame for all program/projects that are active or inactive. The specific time frames may be a certain cash week, monthly, quarterly or for the life of the grant.

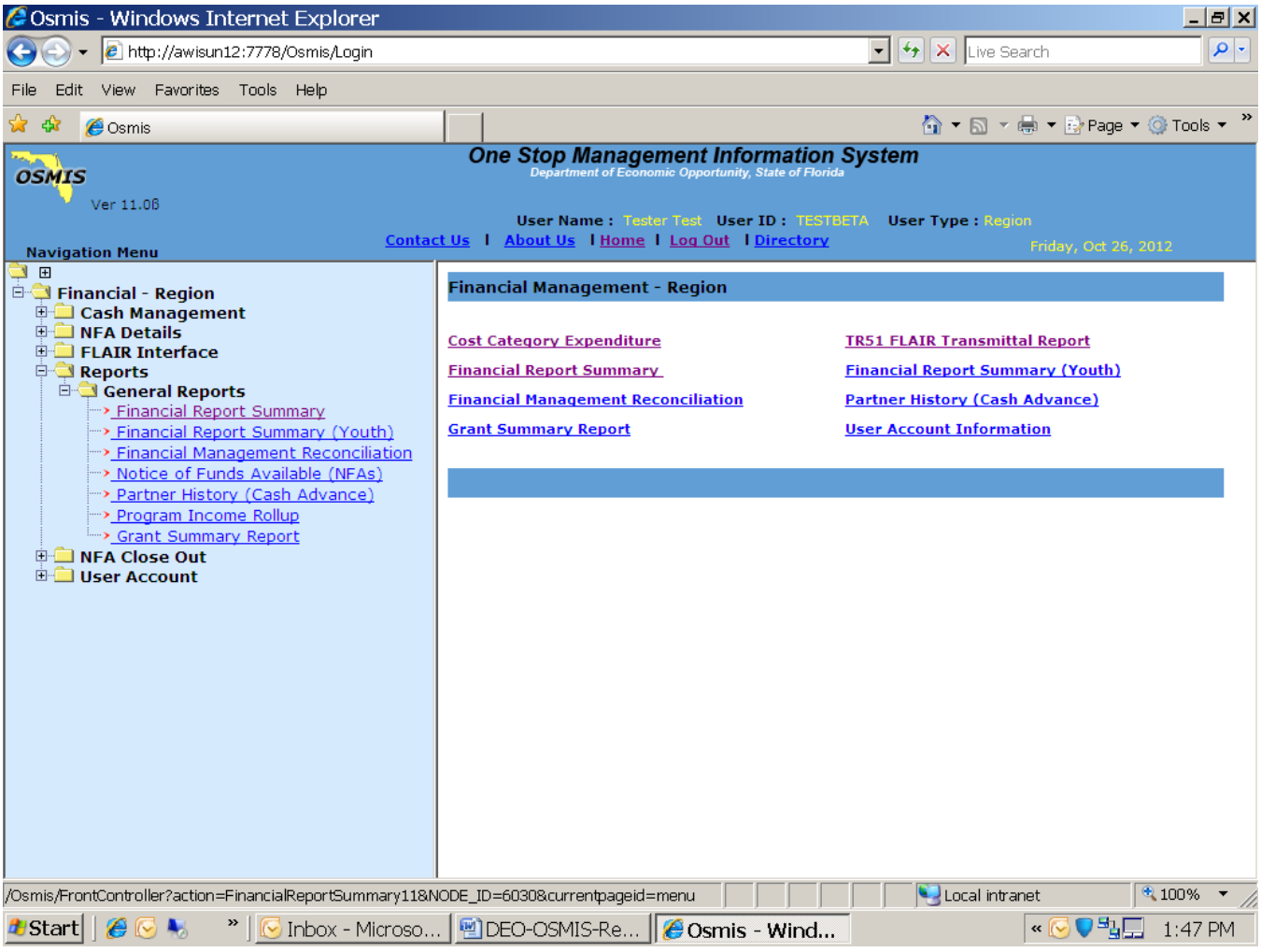


Field	Description
Cash Week From	The Regional Financial user enters the start date of the specific time frame. The calendar provided may also be utilized to enter the start date.
Cash Week To	The Regional Financial user enters the end date of the specific time frame. The calendar provided may also be utilized to enter the end date.
Transmittal Date	The Regional Financial user may retrieve a report for certain cash weeks by entering the approval date. The approval dates will be located on the "**View Cash Week**" detail.

2.2.7 General Reports Folder

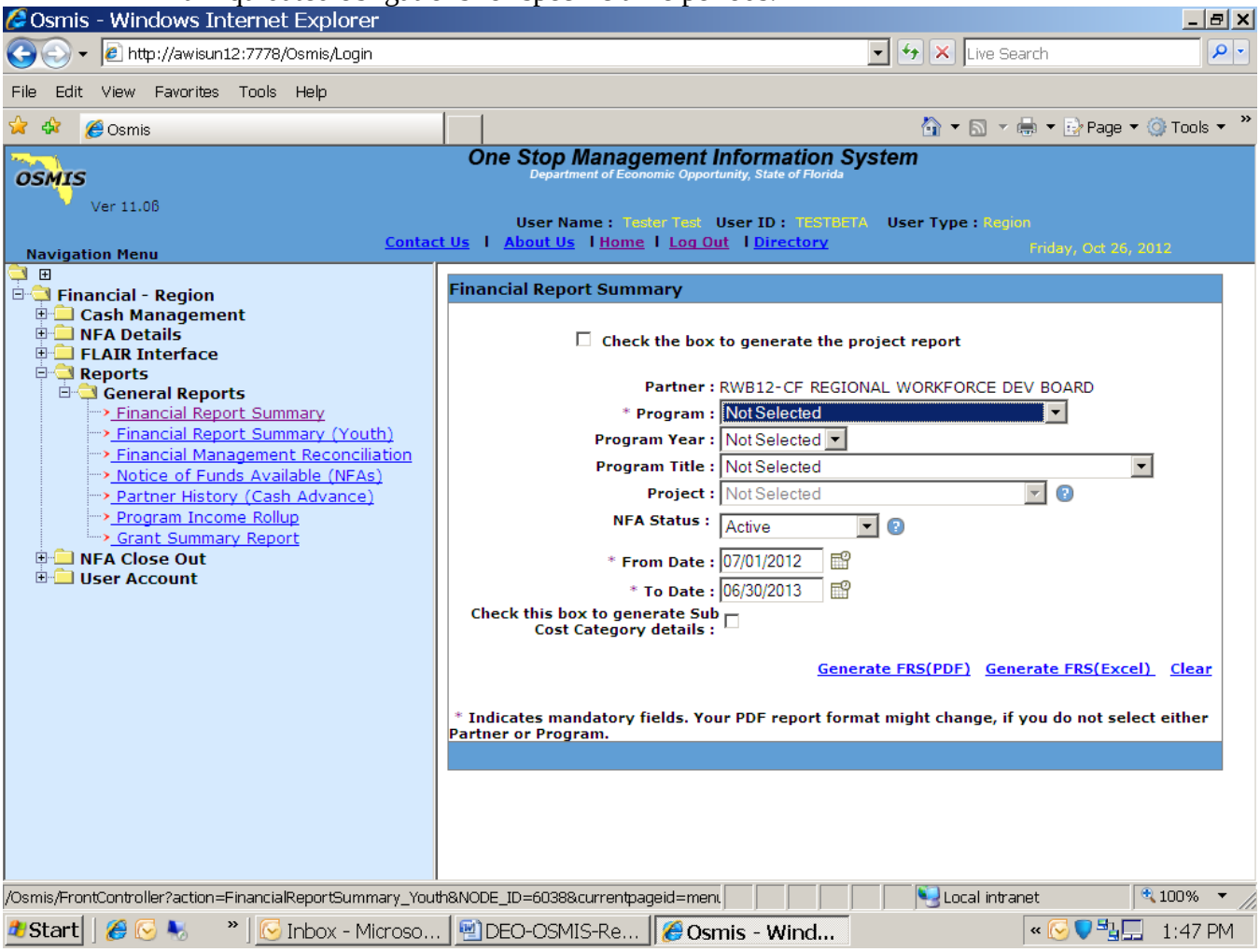
The General Reports folder allows the Regional Financial user to generate specific reports for reported expenditures, cash advances, reported program income..etc… Reports that are able to generate into an excel document will have the link "Generate "name of report"(Excel)" displayed on screen. For example: Financial Report Summary will have …Generate FRS (Excel) link displayed…etc..

Note: ALL Reports are listed in the navigation menu and the Reports that are utilized more often than others are displayed on the Financial Regional Home Page.



2.2.7.1 Financial Report Summary Report

The FRS report allows the Regional Financial user to generate reported expenditures and unliquidated obligations for specific time periods.


Osmis - Windows Internet Explorer
http://awisun12:7778/Osmis/Login
File Edit View Favorites Tools Help
One Stop Management Information System
Department of Economic Opportunity, State of Florida
Ver 11.08
User Name : Tester Test User ID : TESTBETA User Type : Region
Contact Us | About Us | Home | Log Out | Directory
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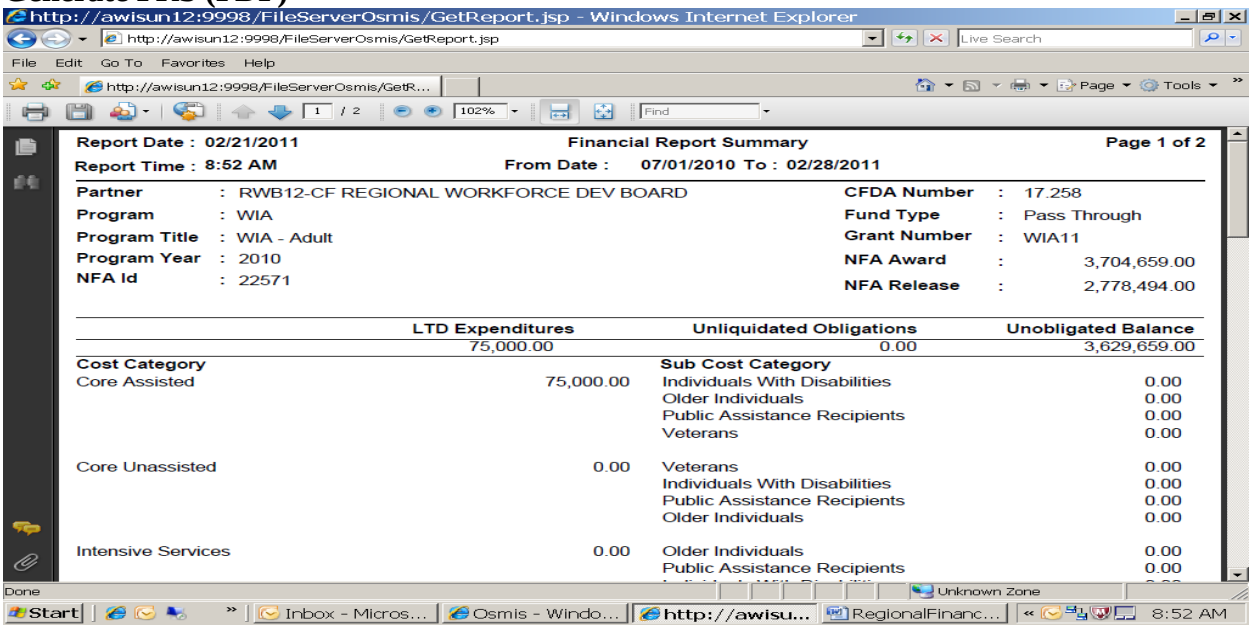
Cash Management
NFA Details
FLAIR Interface
Reports
General Reports
Financial Report Summary
Financial Report Summary (Youth)
Financial Management Reconciliation
Notice of Funds Available (NFAs)
Partner History (Cash Advance)
Program Income Rollup
Grant Summary Report
NFA Close Out
User Account
Financial Report Summary
Check the box to generate the project report
Partner : RWB12-CF REGIONAL WORKFORCE DEV BOARD
* Program : Not Selected
Program Year : Not Selected
Program Title : Not Selected
Project : Not Selected
NFA Status : Active
* From Date : 07/01/2012
* To Date : 06/30/2013
Check this box to generate Sub Cost Category details :
Generate FRS(PDF) Generate FRS(Excel) Clear
* Indicates mandatory fields. Your PDF report format might change, if you do not select either Partner or Program.
/Osmis/FrontController?action=FinancialReportSummary_Youth&NODE_ID=60388&currentpageid=menu
Local intranet
100%
Start
Inbox - Microso...
DEO-OSMIS-Re...
Osmis - Wind...
1:47 PM

□ Check the box to generate the project report – When the Regional Financial user is generating an FRS report for a "Project"; the selection box must be marked.

Check this box to generate Sub Cost Category details: □ - When the Regional Financial user is generating FRS (Excel) report; the box must be marked for "sub cost category" details to display.

Generate FRS (PDF)



http://awisun12:9998/FileServerOsmis/GetReport.jsp - Windows Internet Explorer

File Edit Go To Favorites Help

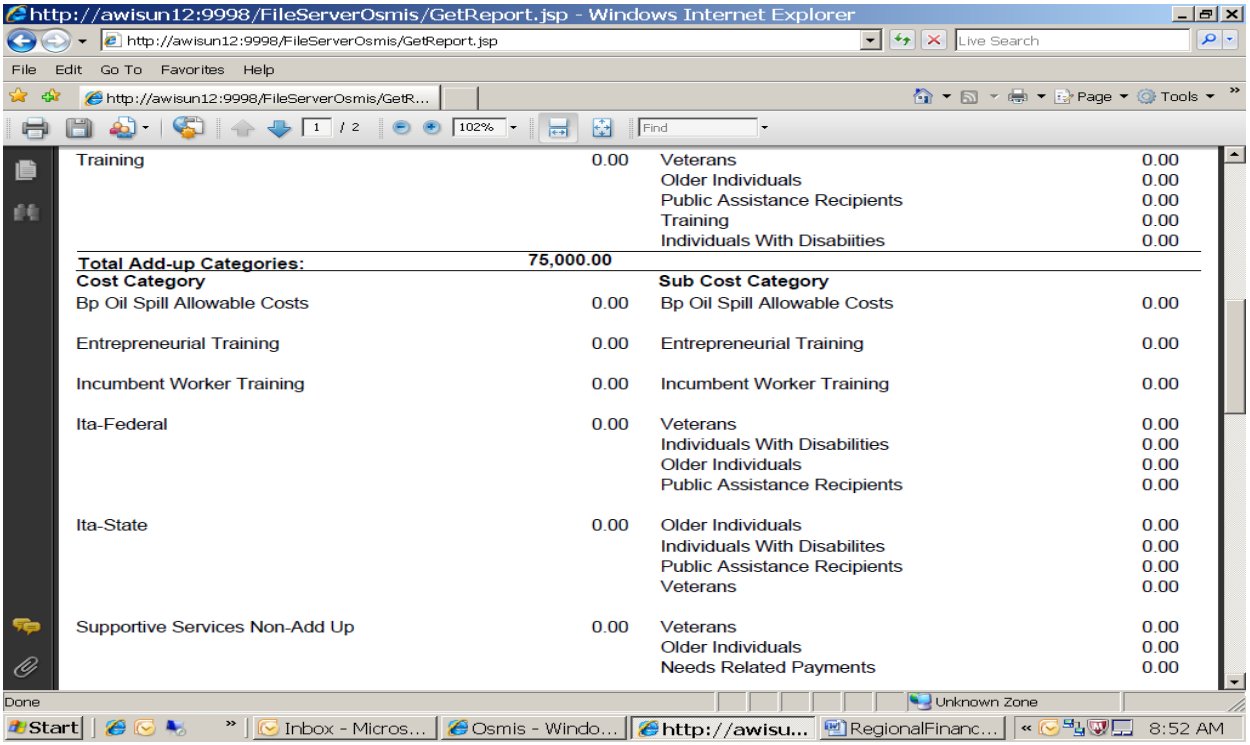
Report Date : 02/21/2011 **Financial Report Summary** **Page 1 of 2**

Report Time : 8:52 AM **From Date :** 07/01/2010 **To :** 02/28/2011

Partner	:	RWB12-CF REGIONAL WORKFORCE DEV BOARD	**CFDA Number**	:	17.258
Program	:	WIA	**Fund Type**	:	Pass Through
Program Title	:	WIA - Adult	**Grant Number**	:	WIA11
Program Year	:	2010	**NFA Award**	:	3,704,659.00
NFA Id	:	22571	**NFA Release**	:	2,778,494.00

	LTD Expenditures	Unliquidated Obligations	Unobligated Balance
	75,000.00	0.00	3,629,659.00

Cost Category		Sub Cost Category	
Core Assisted	75,000.00	Individuals With Disabilities	0.00
		Older Individuals	0.00
		Public Assistance Recipients	0.00
		Veterans	0.00
Core Unassisted	0.00	Veterans	0.00
		Individuals With Disabilities	0.00
		Public Assistance Recipients	0.00
		Older Individuals	0.00
Intensive Services	0.00	Older Individuals	0.00
		Public Assistance Recipients	0.00



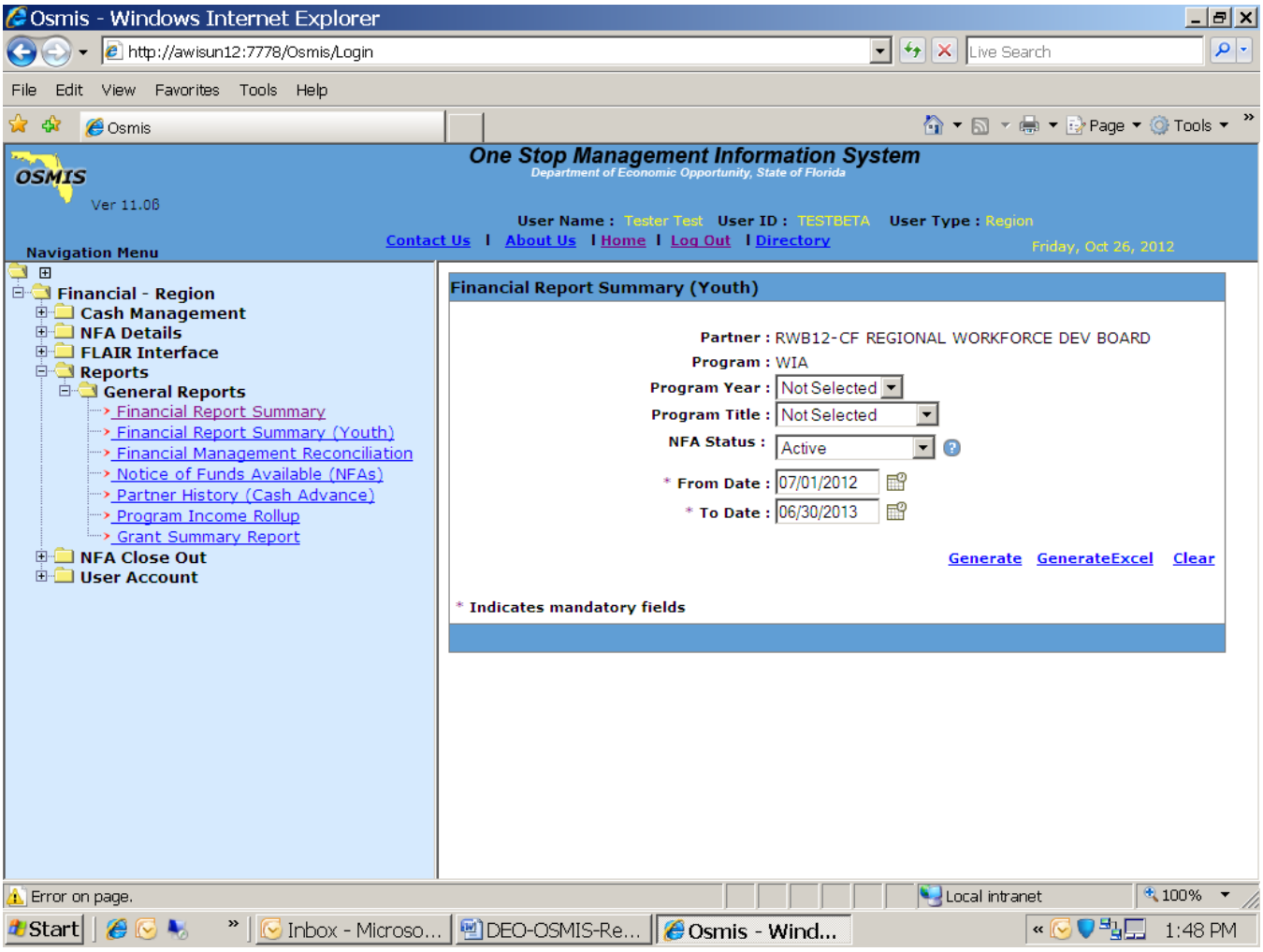
http://awisun12:9998/FileServerOsmis/GetReport.jsp - Windows Internet Explorer

File Edit Go To Favorites Help

Training	0.00	Veterans	0.00
		Older Individuals	0.00
		Public Assistance Recipients	0.00
		Training	0.00
		Individuals With Disabiities	0.00
Total Add-up Categories:	**75,000.00**		
Cost Category		**Sub Cost Category**	
Bp Oil Spill Allowable Costs	0.00	Bp Oil Spill Allowable Costs	0.00
Entrepreneurial Training	0.00	Entrepreneurial Training	0.00
Incumbent Worker Training	0.00	Incumbent Worker Training	0.00
Ita-Federal	0.00	Veterans	0.00
		Individuals With Disabilities	0.00
		Older Individuals	0.00
		Public Assistance Recipients	0.00
Ita-State	0.00	Older Individuals	0.00
		Individuals With Disabilites	0.00
		Public Assistance Recipients	0.00
		Veterans	0.00
Supportive Services Non-Add Up	0.00	Veterans	0.00
		Older Individuals	0.00
		Needs Related Payments	0.00

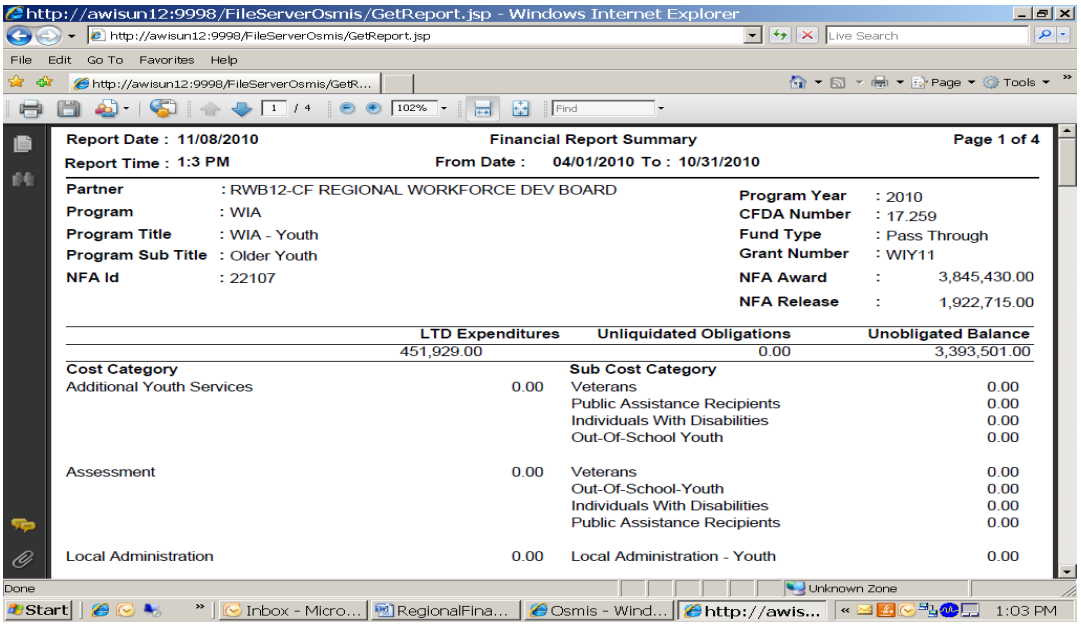
2.2.7.2 Financial Report Summary (Youth) Report

The FRS report allows the Regional Financial user to generate reported Older and Younger expenditures and unliquidated obligations for specific time periods.



Generate FRS-Youth (PDF)

"Older Youth"



http://awisun12:9998/FileServerOsmis/GetReport.jsp - Windows Internet Explorer

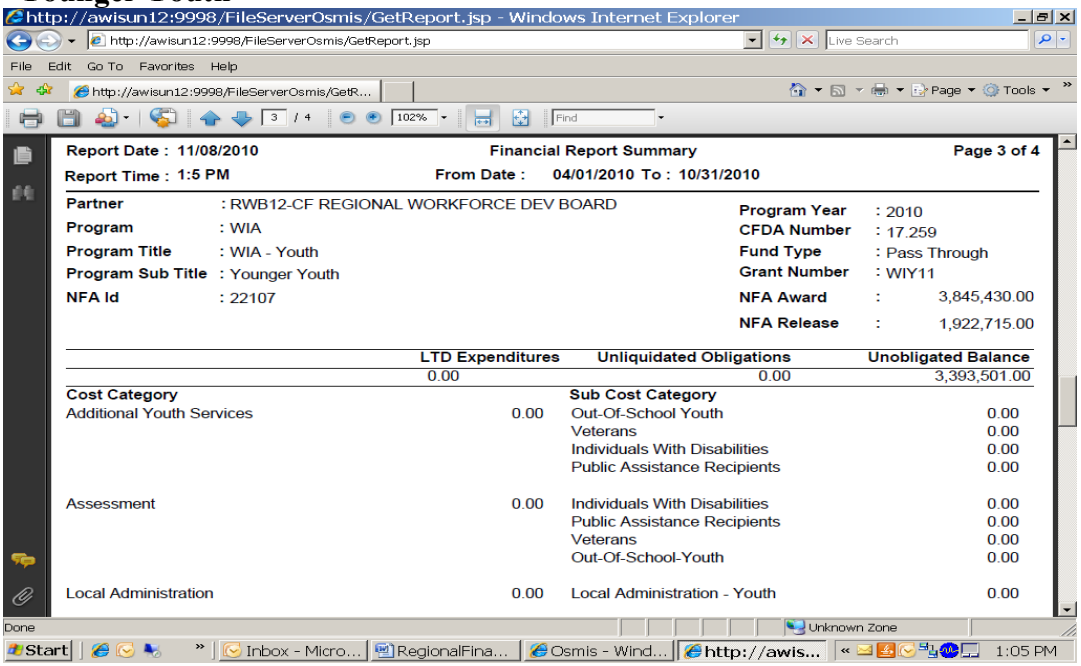
Report Date : 11/08/2010 **Financial Report Summary** **Page 1 of 4**
Report Time : 1:3 PM **From Date :** 04/01/2010 **To :** 10/31/2010

Partner	: RWB12-CF REGIONAL WORKFORCE DEV BOARD	**Program Year**	: 2010
Program	: WIA	**CFDA Number**	: 17.259
Program Title	: WIA - Youth	**Fund Type**	: Pass Through
Program Sub Title	: Older Youth	**Grant Number**	: WIY11
NFA Id	: 22107	**NFA Award**	: 3,845,430.00
		NFA Release	: 1,922,715.00

LTD Expenditures	Unliquidated Obligations	Unobligated Balance
451,929.00	0.00	3,393,501.00

Cost Category		Sub Cost Category	
Additional Youth Services	0.00	Veterans	0.00
		Public Assistance Recipients	0.00
		Individuals With Disabilities	0.00
		Out-Of-School Youth	0.00
Assessment	0.00	Veterans	0.00
		Out-Of-School-Youth	0.00
		Individuals With Disabilities	0.00
		Public Assistance Recipients	0.00
Local Administration	0.00	Local Administration - Youth	0.00

"Younger Youth"



http://awisun12:9998/FileServerOsmis/GetReport.jsp - Windows Internet Explorer

Report Date : 11/08/2010 **Financial Report Summary** **Page 3 of 4**
Report Time : 1:5 PM **From Date :** 04/01/2010 **To :** 10/31/2010

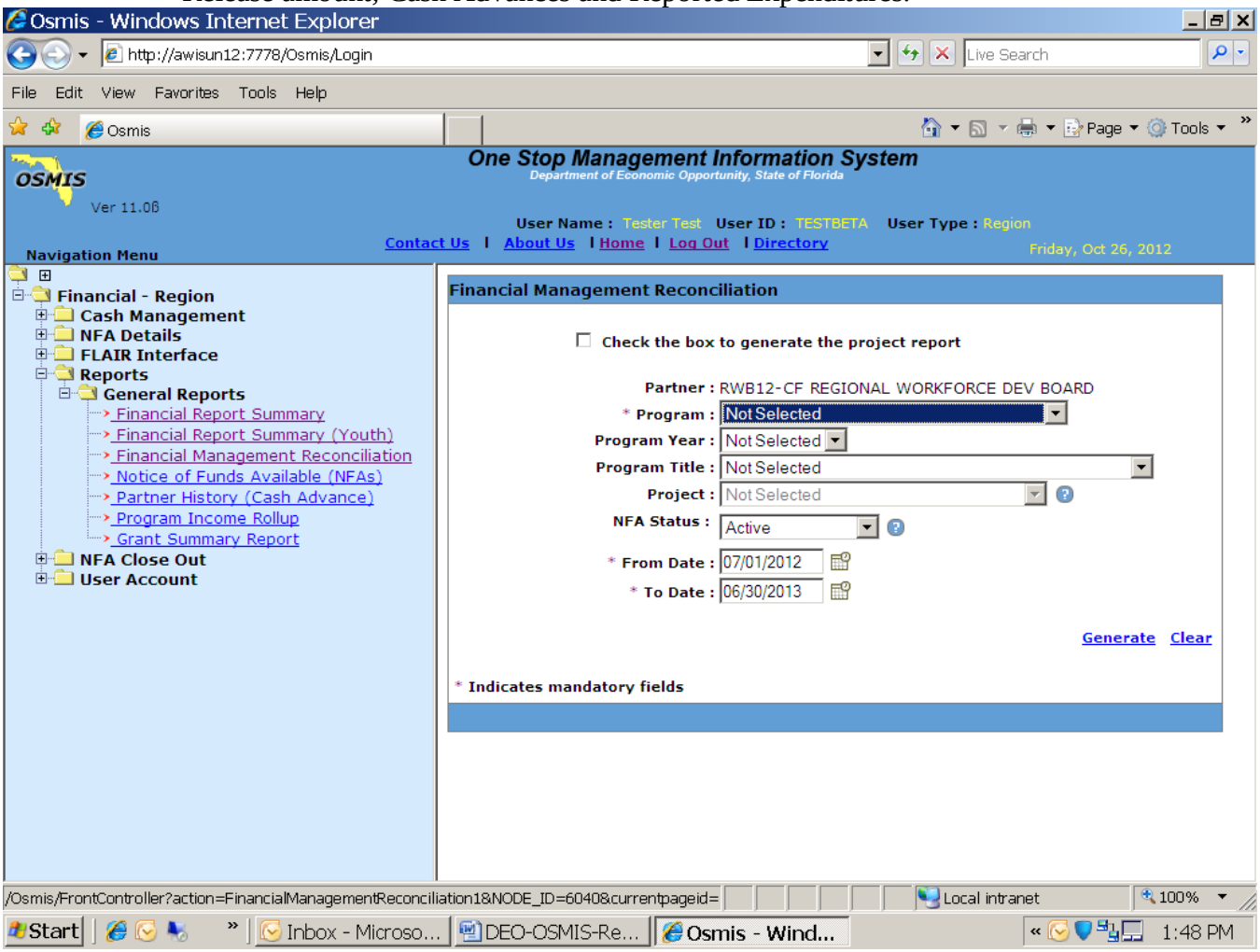
Partner	: RWB12-CF REGIONAL WORKFORCE DEV BOARD	**Program Year**	: 2010
Program	: WIA	**CFDA Number**	: 17.259
Program Title	: WIA - Youth	**Fund Type**	: Pass Through
Program Sub Title	: Younger Youth	**Grant Number**	: WIY11
NFA Id	: 22107	**NFA Award**	: 3,845,430.00
		NFA Release	: 1,922,715.00

LTD Expenditures	Unliquidated Obligations	Unobligated Balance
0.00	0.00	3,393,501.00

Cost Category		Sub Cost Category	
Additional Youth Services	0.00	Out-Of-School Youth	0.00
		Veterans	0.00
		Individuals With Disabilities	0.00
		Public Assistance Recipients	0.00
Assessment	0.00	Individuals With Disabilities	0.00
		Public Assistance Recipients	0.00
		Veterans	0.00
		Out-Of-School-Youth	0.00
Local Administration	0.00	Local Administration - Youth	0.00

2.2.7.3 Financial Management Reconciliation Report

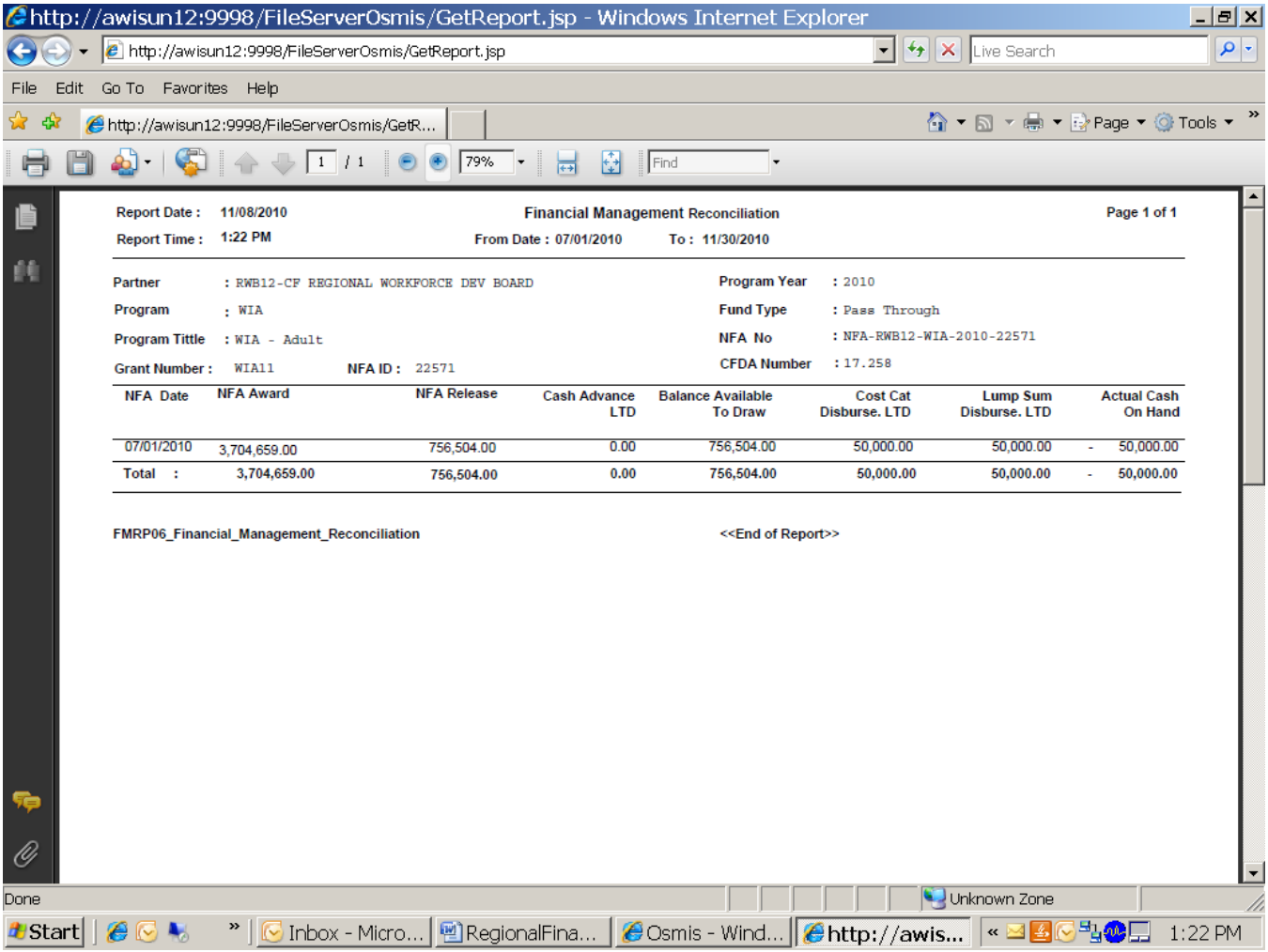
The FMR report allows the Regional Financial user to generate the LTD Award amount, Release amount, Cash Advances and Reported Expenditures.



☐ Check the box to generate the project report – When the Regional Financial user is generating an FMR report for a "Project"; the selection box must be marked.

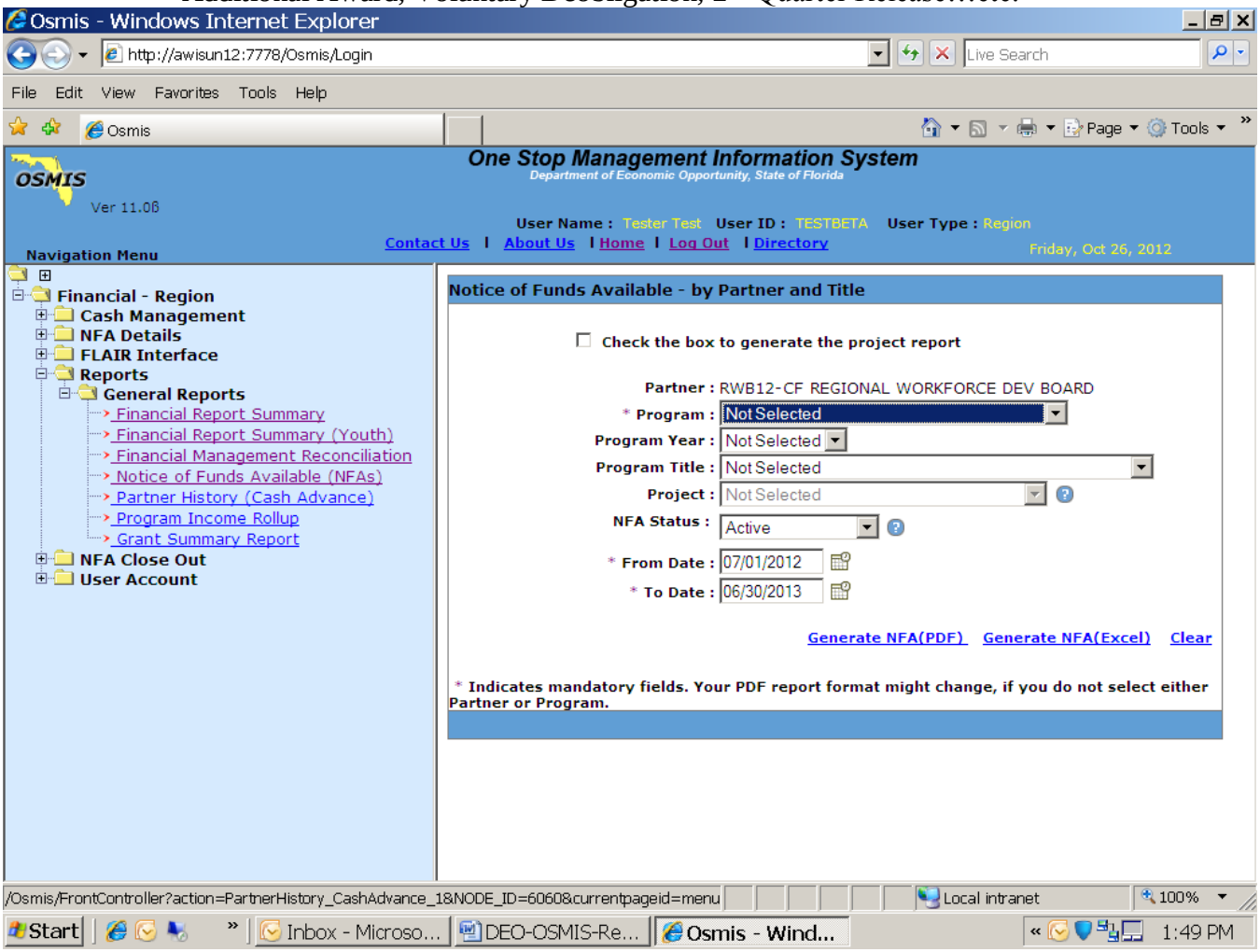
NOTE: The Financial Management Reconciliation report can only be generated in a PDF version.

Generate FMR (PDF)


http://awisun12:9998/FileServerOsmis/GetReport.jsp - Windows Internet Explorer
File Edit Go To Favorites Help
Report Date : 11/08/2010
Report Time : 1:22 PM
Financial Management Reconciliation
From Date : 07/01/2010 To : 11/30/2010
Page 1 of 1
Partner : RWB12-CF REGIONAL WORKFORCE DEV BOARD
Program : WIA
Program Tittle : WIA - Adult
Grant Number : WIA11 NFA ID : 22571
Program Year : 2010
Fund Type : Pass Through
NFA No : NFA-RWB12-WIA-2010-22571
CFDA Number : 17.258
NFA Date | NFA Award | NFA Release | Cash Advance LTD | Balance Available To Draw | Cost Cat Disburse. LTD | Lump Sum Disburse. LTD | Actual Cash On Hand
07/01/2010 | 3,704,659.00 | 756,504.00 | 0.00 | 756,504.00 | 50,000.00 | 50,000.00 | - 50,000.00
Total : | 3,704,659.00 | 756,504.00 | 0.00 | 756,504.00 | 50,000.00 | 50,000.00 | - 50,000.00
FMRP06_Financial_Management_Reconciliation
<<End of Report>>
Done
Unknown Zone
Start
Inbox - Micro...
RegionalFina...
Osmis - Wind...
http://awis...
1:22 PM

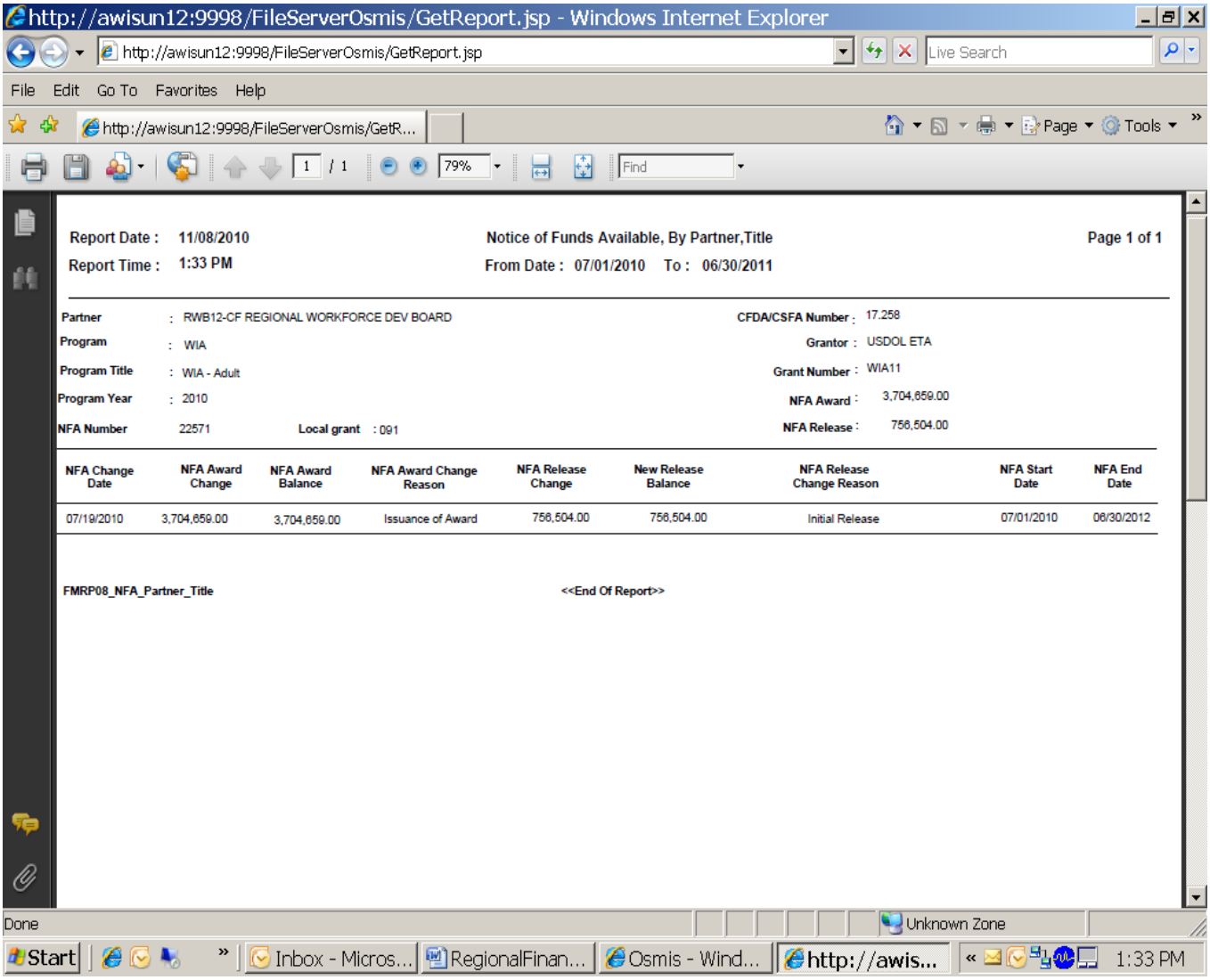
2.2.7.4 Notice of Funds Available (NFAs) Report

The NFA report allows the Regional Financial user to generate all Award and Release amount updates from the beginning of the grant to the end. Updates may consist of Additional Award, Voluntary Deobligation, 2nd Quarter Release…etc.

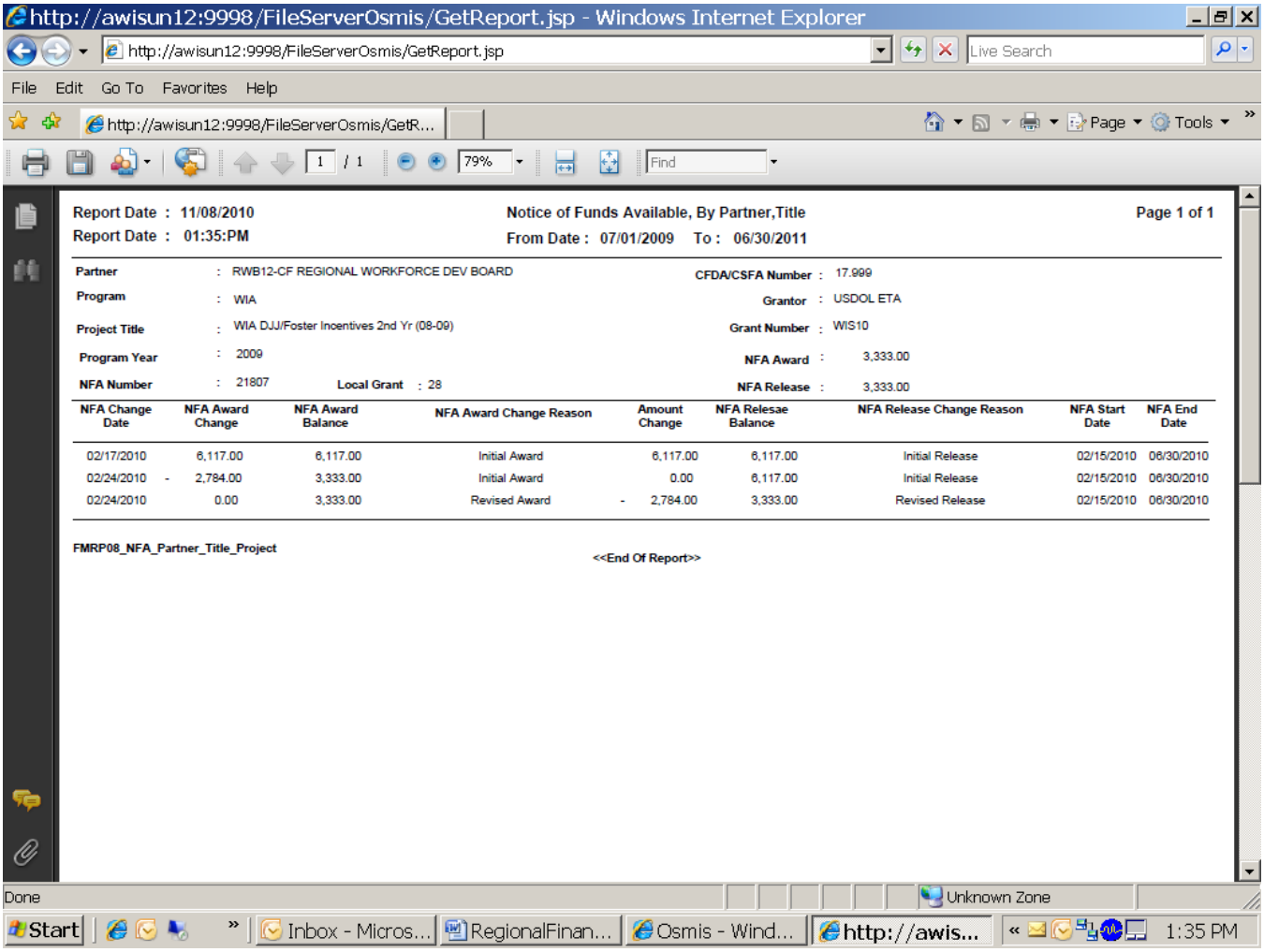

Osmis - Windows Internet Explorer
http://awisun12:7778/Osmis/Login
File Edit View Favorites Tools Help
One Stop Management Information System
Department of Economic Opportunity, State of Florida
Ver 11.06
User Name : Tester Test User ID : TESTBETA User Type : Region
Contact Us | About Us | Home | Log Out | Directory
Friday, Oct 26, 2012
Navigation Menu
Financial - Region
Cash Management
NFA Details
FLAIR Interface
Reports
General Reports
Financial Report Summary
Financial Report Summary (Youth)
Financial Management Reconciliation
Notice of Funds Available (NFAs)
Partner History (Cash Advance)
Program Income Rollup
Grant Summary Report
NFA Close Out
User Account
Notice of Funds Available - by Partner and Title
Check the box to generate the project report
Partner : RWB12-CF REGIONAL WORKFORCE DEV BOARD
* Program : Not Selected
Program Year : Not Selected
Program Title : Not Selected
Project : Not Selected
NFA Status : Active
* From Date : 07/01/2012
* To Date : 06/30/2013
Generate NFA(PDF) Generate NFA(Excel) Clear
* Indicates mandatory fields. Your PDF report format might change, if you do not select either Partner or Program.
/Osmis/FrontController?action=PartnerHistory_CashAdvance_1&NODE_ID=6060&currentpageid=menu
Local intranet
100%
Start
Inbox - Microso...
DEO-OSMIS-Re...
Osmis - Wind...
1:49 PM

Check the box to generate the project report – When the Regional Financial user is generating an NFA report for a "Project"; the selection box must be marked.

Generate NFA Report (PDF) -Formula

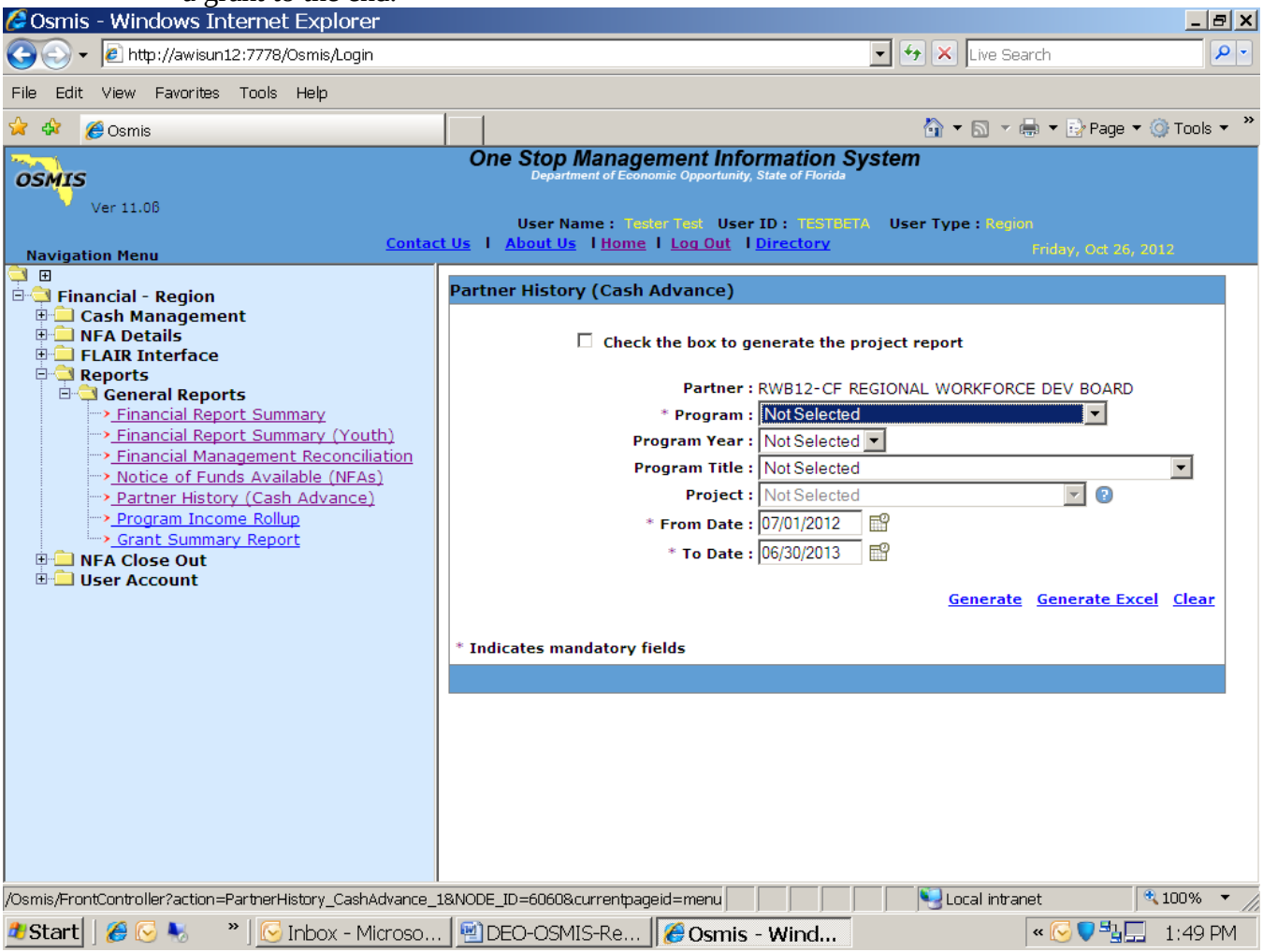

http://awisun12:9998/FileServerOsmis/GetReport.jsp - Windows Internet Explorer
http://awisun12:9998/FileServerOsmis/GetReport.jsp
Live Search
File Edit Go To Favorites Help
Page Tools
Find
Report Date : 11/08/2010
Report Time : 1:33 PM
Notice of Funds Available, By Partner,Title
From Date : 07/01/2010 To : 06/30/2011
Page 1 of 1
Partner : RWB12-CF REGIONAL WORKFORCE DEV BOARD
Program : WIA
Program Title : WIA - Adult
Program Year : 2010
NFA Number 22571 Local grant : 091
CFDA/CSFA Number : 17.258
Grantor : USDOL ETA
Grant Number : WIA11
NFA Award : 3,704,659.00
NFA Release : 756,504.00
NFA Change Date | NFA Award Change | NFA Award Balance | NFA Award Change Reason | NFA Release Change | New Release Balance | NFA Release Change Reason | NFA Start Date | NFA End Date
07/19/2010 | 3,704,659.00 | 3,704,659.00 | Issuance of Award | 756,504.00 | 756,504.00 | Initial Release | 07/01/2010 | 06/30/2012
FMRP08_NFA_Partner_Title
<<End Of Report>>
Done
Unknown Zone
Start
Inbox - Micros...
RegionalFinan...
Osmis - Wind...
http://awis...
1:33 PM

Generate NFA Report (PDF) –Project


http://awisun12:9998/FileServerOsmis/GetReport.jsp - Windows Internet Explorer
http://awisun12:9998/FileServerOsmis/GetReport.jsp
Live Search
File Edit Go To Favorites Help
Page Tools
Report Date : 11/08/2010
Report Date : 01:35:PM
Notice of Funds Available, By Partner,Title
From Date : 07/01/2009 To : 06/30/2011
Page 1 of 1
Partner : RWB12-CF REGIONAL WORKFORCE DEV BOARD
Program : WIA
Project Title : WIA DJJ/Foster Incentives 2nd Yr (08-09)
Program Year : 2009
NFA Number : 21807 Local Grant : 28
CFDA/CSFA Number : 17.999
Grantor : USDOL ETA
Grant Number : WIS10
NFA Award : 3,333.00
NFA Release : 3,333.00
NFA Change Date | NFA Award Change | NFA Award Balance | NFA Award Change Reason | Amount Change | NFA Releae Balance | NFA Release Change Reason | NFA Start Date | NFA End Date
02/17/2010 | 6,117.00 | 6,117.00 | Initial Award | 6,117.00 | 6,117.00 | Initial Release | 02/15/2010 | 06/30/2010
02/24/2010 | - 2,784.00 | 3,333.00 | Initial Award | 0.00 | 6,117.00 | Initial Release | 02/15/2010 | 06/30/2010
02/24/2010 | 0.00 | 3,333.00 | Revised Award | - 2,784.00 | 3,333.00 | Revised Release | 02/15/2010 | 06/30/2010
FMRP08_NFA_Partner_Title_Project
<<End Of Report>>
Done
Unknown Zone
Start
Inbox - Micros...
RegionalFinan...
Osmis - Wind...
http://awis...
1:35 PM

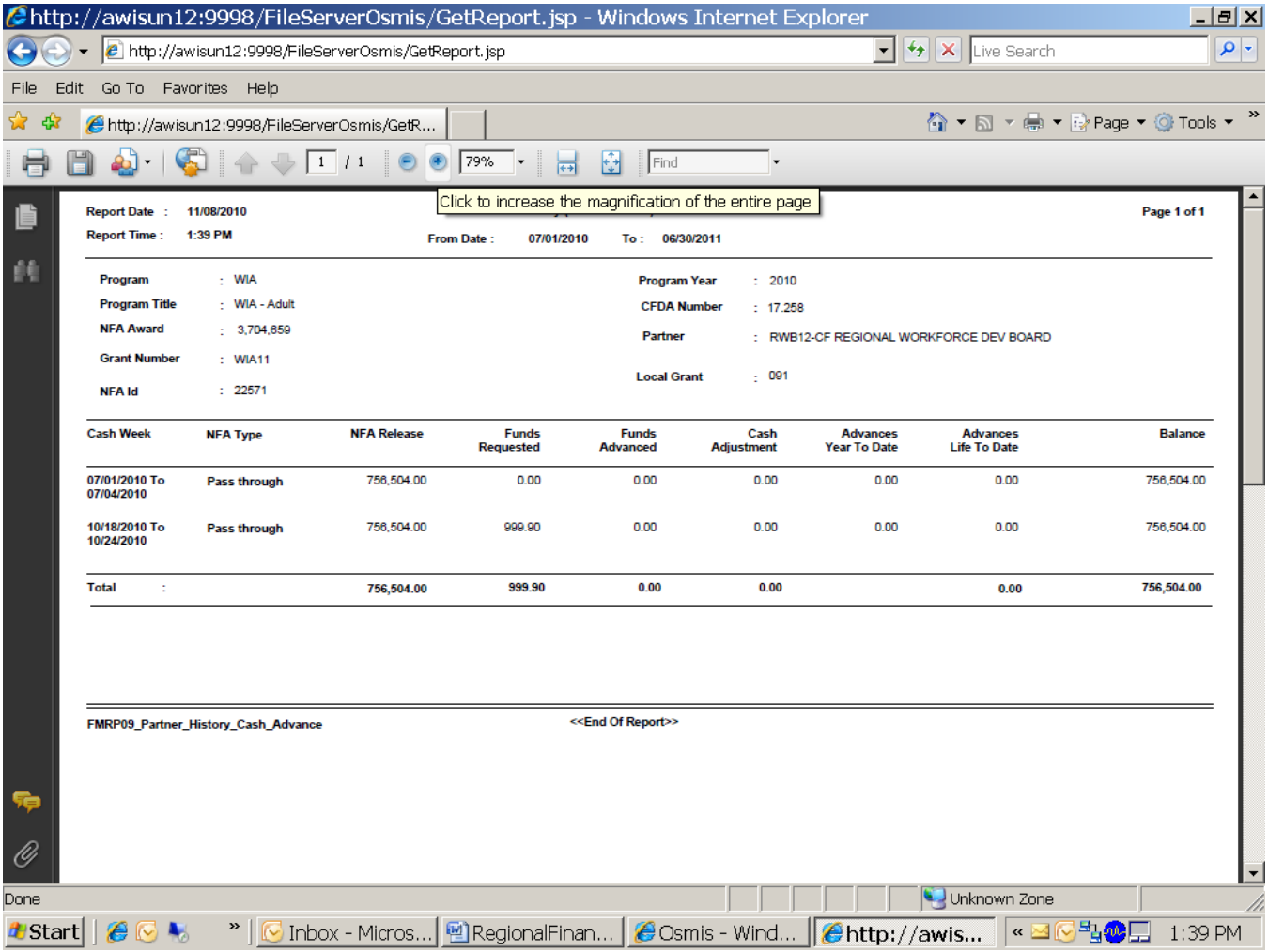
2.2.7.5 Partner History (Cash Advance) Report

The PHCA report allows the Regional Financial user to generate cash advances, cash adjustments and any refunds posted to a particular program/project from the beginning of a grant to the end.


Osmis - Windows Internet Explorer
http://awisun12:7778/Osmis/Login
File Edit View Favorites Tools Help
One Stop Management Information System
Department of Economic Opportunity, State of Florida
Ver 11.06
User Name : Tester Test User ID : TESTBETA User Type : Region
Contact Us | About Us | Home | Log Out | Directory
Friday, Oct 26, 2012
Navigation Menu
Financial - Region
Cash Management
NFA Details
FLAIR Interface
Reports
General Reports
Financial Report Summary
Financial Report Summary (Youth)
Financial Management Reconciliation
Notice of Funds Available (NFAs)
Partner History (Cash Advance)
Program Income Rollup
Grant Summary Report
NFA Close Out
User Account
Partner History (Cash Advance)
Check the box to generate the project report
Partner : RWB12-CF REGIONAL WORKFORCE DEV BOARD
* Program : Not Selected
Program Year : Not Selected
Program Title : Not Selected
Project : Not Selected
* From Date : 07/01/2012
* To Date : 06/30/2013
Generate Generate Excel Clear
* Indicates mandatory fields
Start
1:49 PM

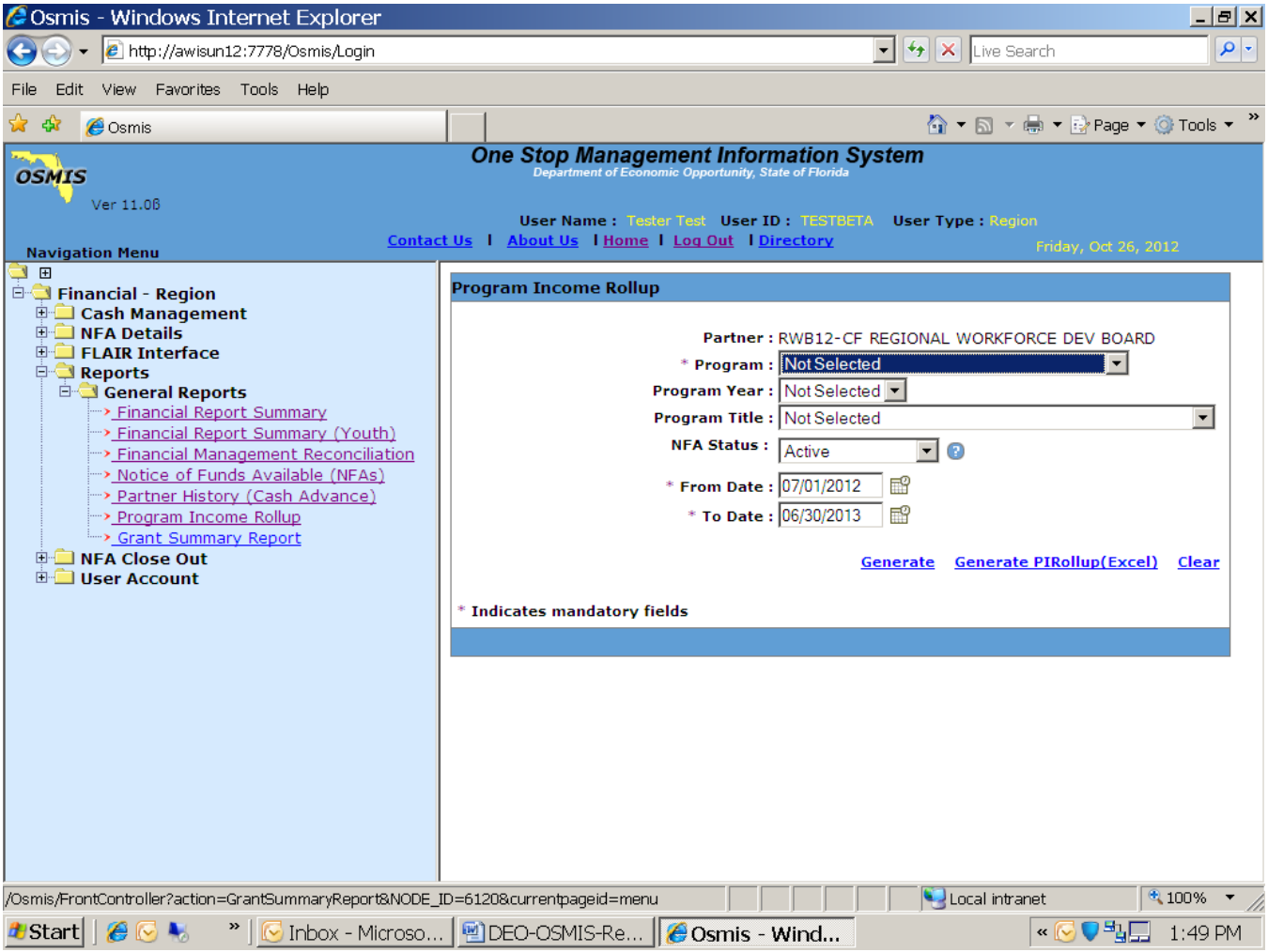
Check the box to generate the project report – When the Regional Financial user is generating an PHCA report for a "Project"; the selection box must be marked.

Generate PHCA Report (PDF)

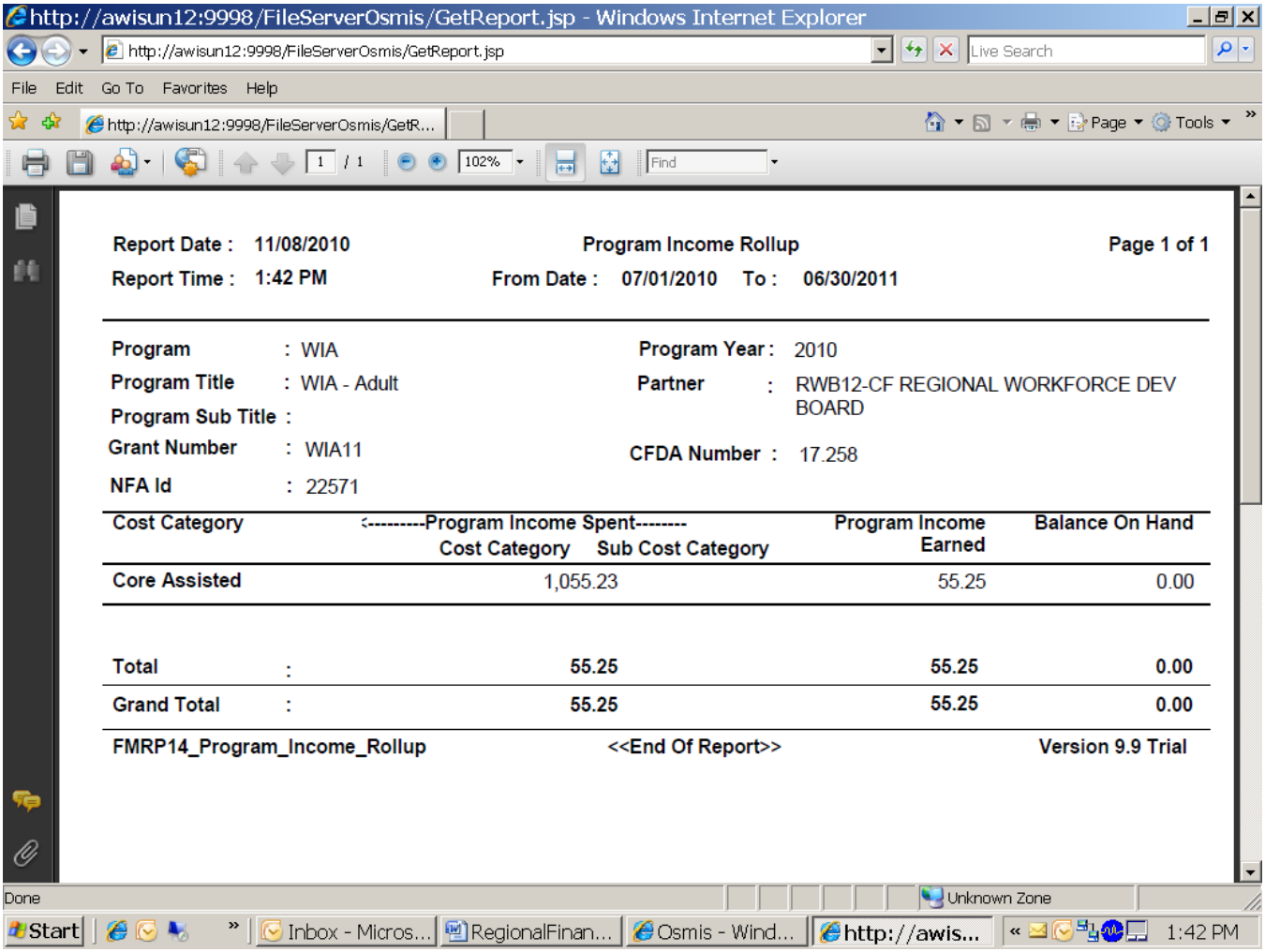

http://awisun12:9998/FileServerOsmis/GetReport.jsp - Windows Internet Explorer
Click to increase the magnification of the entire page
Report Date : 11/08/2010
Report Time : 1:39 PM
From Date : 07/01/2010 To : 06/30/2011
Page 1 of 1
Program : WIA
Program Title : WIA - Adult
NFA Award : 3,704,659
Grant Number : WIA11
NFA Id : 22571
Program Year : 2010
CFDA Number : 17.258
Partner : RWB12-CF REGIONAL WORKFORCE DEV BOARD
Local Grant : 091
Cash Week | NFA Type | NFA Release | Funds Requested | Funds Advanced | Cash Adjustment | Advances Year To Date | Advances Life To Date | Balance
07/01/2010 To 07/04/2010 | Pass through | 756,504.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 756,504.00
10/18/2010 To 10/24/2010 | Pass through | 756,504.00 | 999.90 | 0.00 | 0.00 | 0.00 | 0.00 | 756,504.00
Total : 756,504.00 999.90 0.00 0.00 0.00 756,504.00
FMRP09_Partner_History_Cash_Advance
<<End Of Report>>

2.2.7.6 Program Income Rollup Report

The Program Income Rollup Report allows the Regional Financial user to generate reported program income for all or one particular program for specific time periods.



Generate Program Income Report (PDF)



http://awisun12:9998/FileServerOsmis/GetReport.jsp - Windows Internet Explorer

File Edit Go To Favorites Help

Report Date : 11/08/2010 **Program Income Rollup** **Page 1 of 1**

Report Time : 1:42 PM **From Date :** 07/01/2010 **To :** 06/30/2011

Program	: WIA	**Program Year** :	2010
Program Title	: WIA - Adult	**Partner** :	RWB12-CF REGIONAL WORKFORCE DEV BOARD
Program Sub Title	:		
Grant Number	: WIA11	**CFDA Number** :	17.258
NFA Id	: 22571		

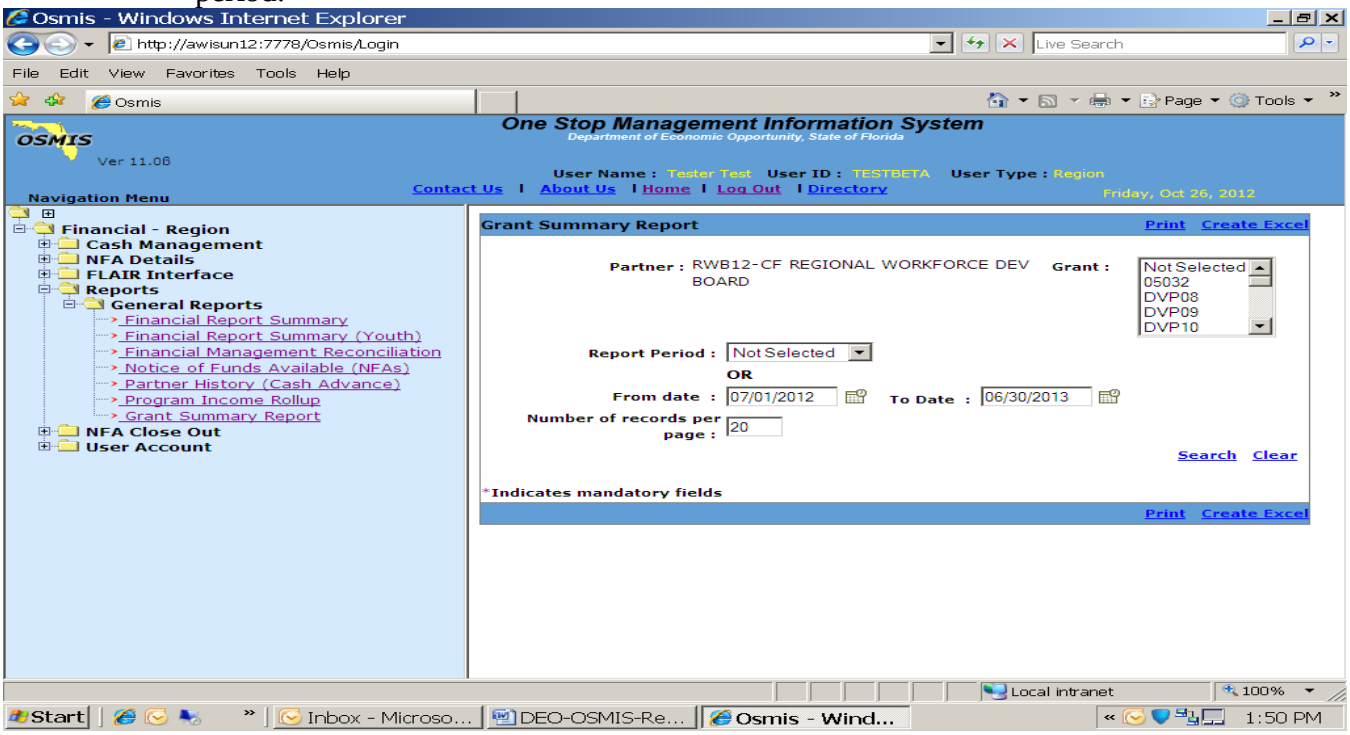
Cost Category	<---------Program Income Spent-------- Cost Category	Sub Cost Category	Program Income Earned	Balance On Hand
Core Assisted	1,055.23		55.25	0.00
Total :	**55.25**		**55.25**	**0.00**
Grand Total :	**55.25**		**55.25**	**0.00**

FMRP14_Program_Income_Rollup **<<End Of Report>>** **Version 9.9 Trial**

2.2.7.7 Grant Summary Report

NOTE: Grant Summary Report updates everyday at 6AM and NOON.

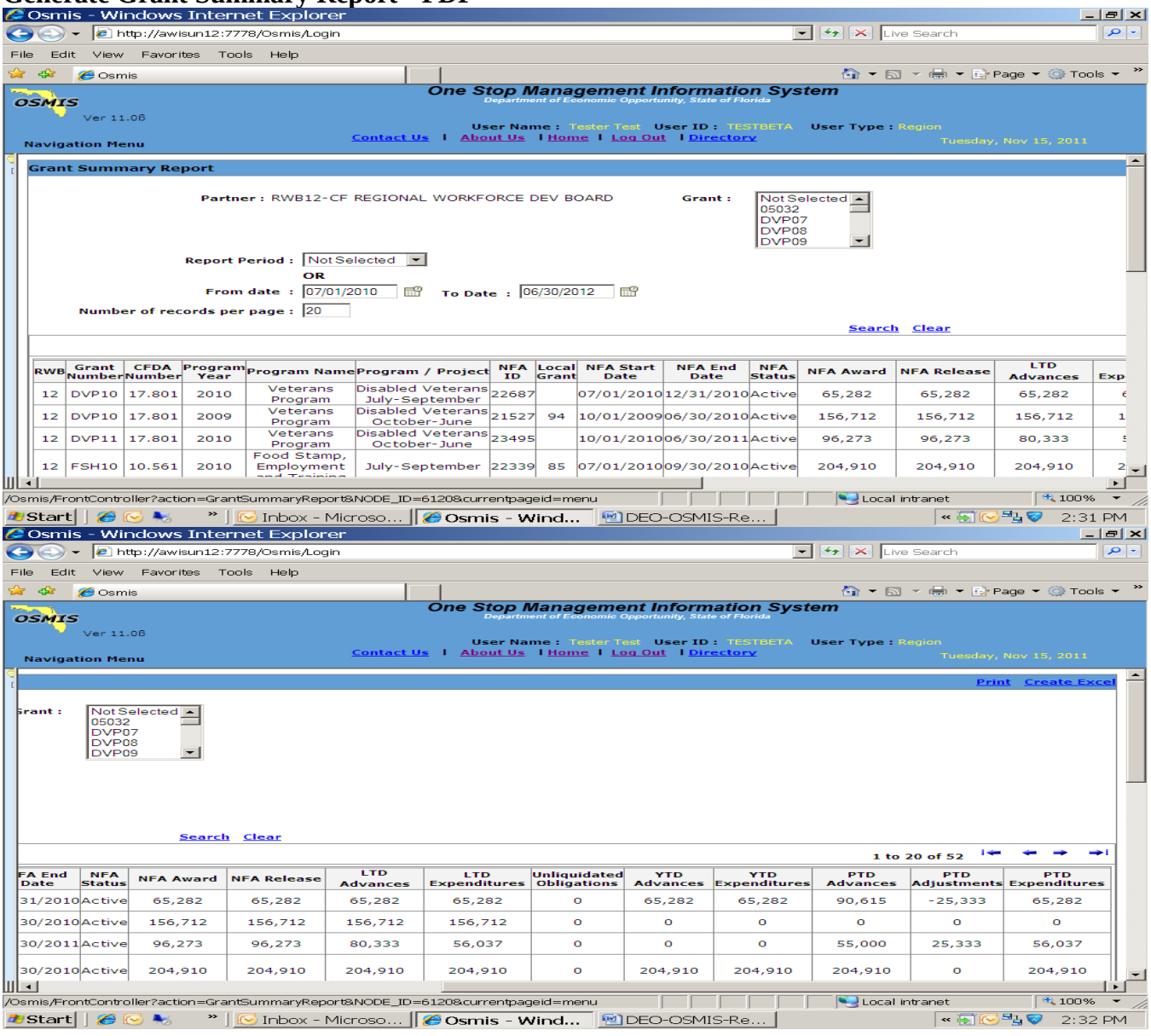
The Grant Summary Report allows the Regional Financial user to generate a report that will display LTD Awards, Releases, Cash Advances and Expenditures for a specific time period.



Field	Description
Partner	The Partner (RWB) is displayed here.
Grant List	Located at the top right hand of the screen. NOTE: When generating a Grant Summary Report, the Regional user can generate ALL or SELECTED grants on a report. To select certain grants on a report: Hold down the "Ctrl" button on the keyboard and click on the grant number to select to generate in report.
Report Period	The Regional Financial user may select a report period (Previous or Current Year) or leave blank to designate the FROM and TO date.
From Date	The Regional Financial user may change the From Date or generate with the default dates.
To Date	The Regional Financial user may change the To Date or generate with the default dates.

Field	Description
Number of records per page	The default number of records is 20 per page. The number of records per page can be modified and only allows positive values. The maximum number of records per page is 100. If the Regional Financial user enters a number greater than 100 a message "Invalid Entry! Number of records per page should not be greater than 100" is displayed.
Search	Based on the search criteria specified, the records are searched and displayed. If this link is selected without any criteria specified, a general search will be conducted and all records will be displayed.

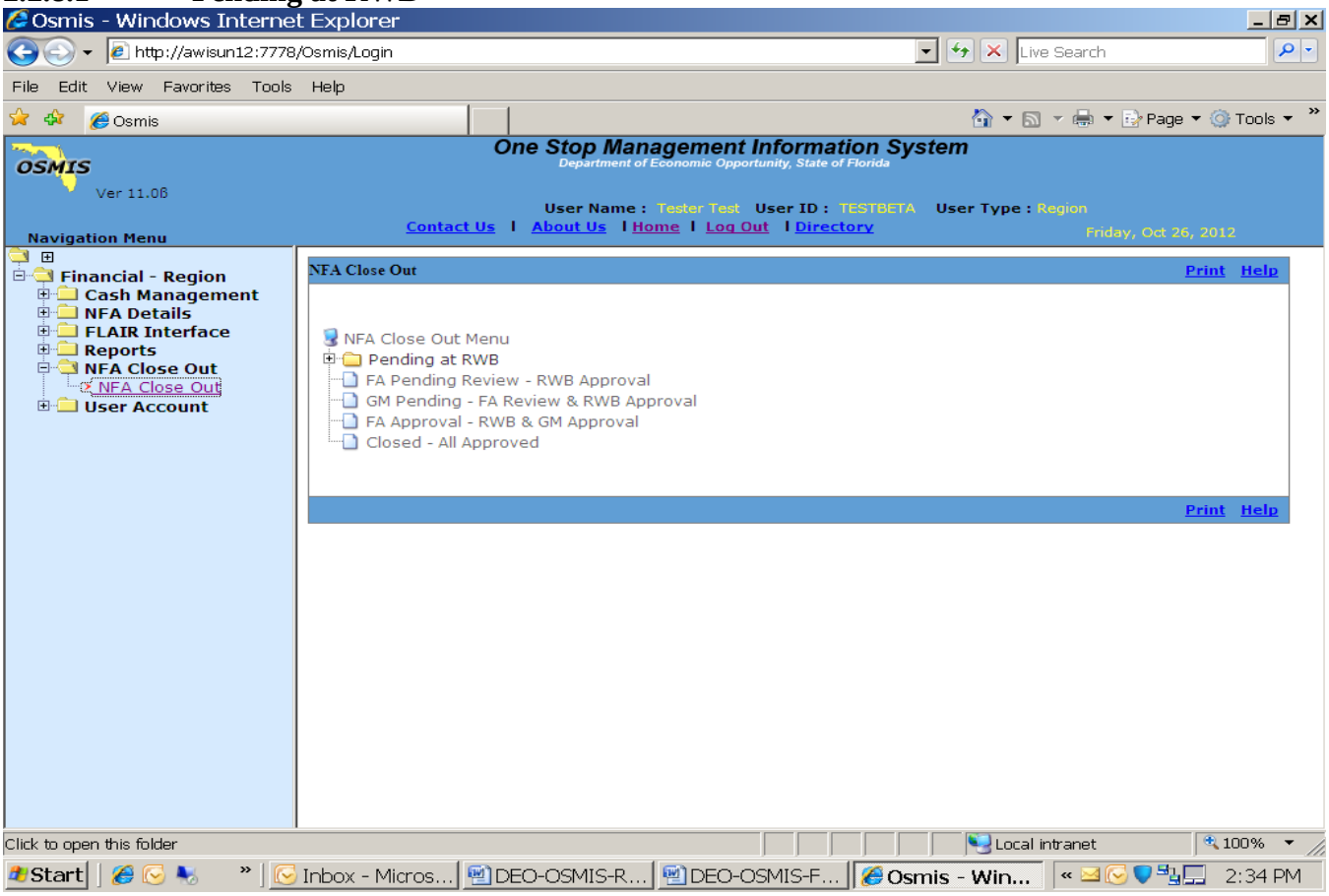
Generate Grant Summary Report - PDF


Osmis - Windows Internet Explorer
http://awisun12:7778/Osmis/Login
One Stop Management Information System
Department of Economic Opportunity, State of Florida
Ver 11.06
User Name : Tester Test User ID : TESTBETA User Type : Region
Contact Us | About Us | Home | Log Out | Directory
Tuesday, Nov 15, 2011
Navigation Menu
Grant Summary Report
Partner : RWB12-CF REGIONAL WORKFORCE DEV BOARD
Grant : Not Selected 05032 DVP07 DVP08 DVP09
Report Period : Not Selected
OR
From date : 07/01/2010 To Date : 06/30/2012
Number of records per page : 20
Search Clear
RWB | Grant Number | CFDA Number | Program Year | Program Name | Program / Project | NFA ID | Local Grant | NFA Start Date | NFA End Date | NFA Status | NFA Award | NFA Release | LTD Advances
12 | DVP10 | 17.801 | 2010 | Veterans Program | Disabled Veterans July-September | 22687 | | 07/01/2010 | 12/31/2010 | Active | 65,282 | 65,282 | 65,282
12 | DVP10 | 17.801 | 2009 | Veterans Program | Disabled Veterans October-June | 21527 | 94 | 10/01/2009 | 06/30/2010 | Active | 156,712 | 156,712 | 156,712
12 | DVP11 | 17.801 | 2010 | Veterans Program | Disabled Veterans October-June | 23495 | | 10/01/2010 | 06/30/2011 | Active | 96,273 | 96,273 | 80,333
12 | FSH10 | 10.561 | 2010 | Food Stamp, Employment | July-September | 22339 | 85 | 07/01/2010 | 09/30/2010 | Active | 204,910 | 204,910 | 204,910
Print Create Excel
1 to 20 of 52
FA End Date | NFA Status | NFA Award | NFA Release | LTD Advances | LTD Expenditures | Unliquidated Obligations | YTD Advances | YTD Expenditures | PTD Advances | PTD Adjustments | PTD Expenditures
31/2010 | Active | 65,282 | 65,282 | 65,282 | 65,282 | 0 | 65,282 | 65,282 | 90,615 | -25,333 | 65,282
30/2010 | Active | 156,712 | 156,712 | 156,712 | 156,712 | 0 | 0 | 0 | 0 | 0 | 0
30/2011 | Active | 96,273 | 96,273 | 80,333 | 56,037 | 0 | 0 | 0 | 55,000 | 25,333 | 56,037
30/2010 | Active | 204,910 | 204,910 | 204,910 | 204,910 | 0 | 204,910 | 204,910 | 204,910 | 0 | 204,910
Start
Inbox - Microso...
Osmis - Wind...
DEO-OSMIS-Re...
2:31 PM
2:32 PM

2.2.8 NFA Closeout Folder

The NFA Closeout Folder allows the Regional Financial user to review and approve all closeouts through the system. If the Regional Financial user would like to reject any closeouts the Financial Administrator would need to be contacted to reject.
"Pending at RWB" folder is the designated folder for a Regional Financial.

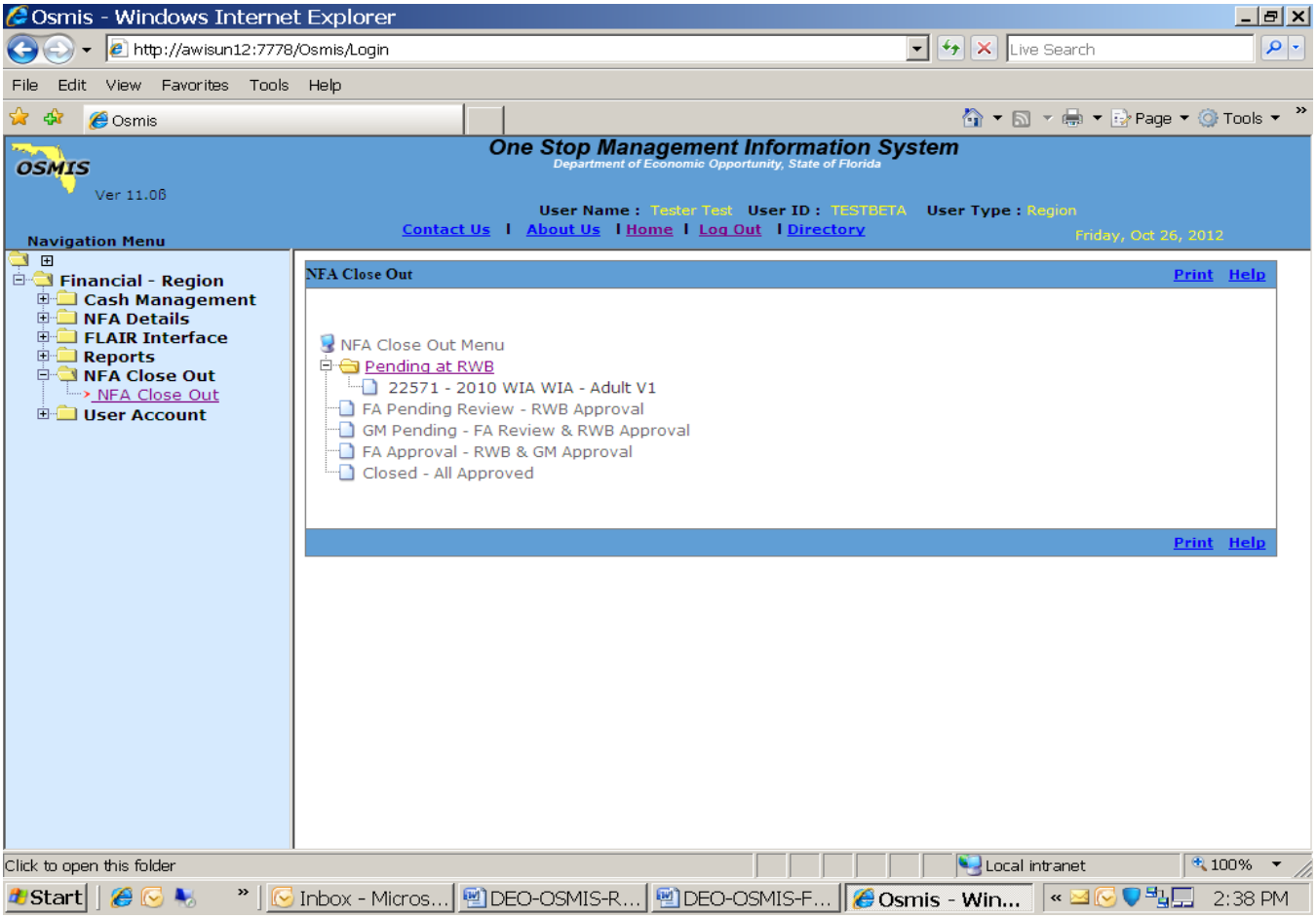
2.2.8.1 Pending at RWB



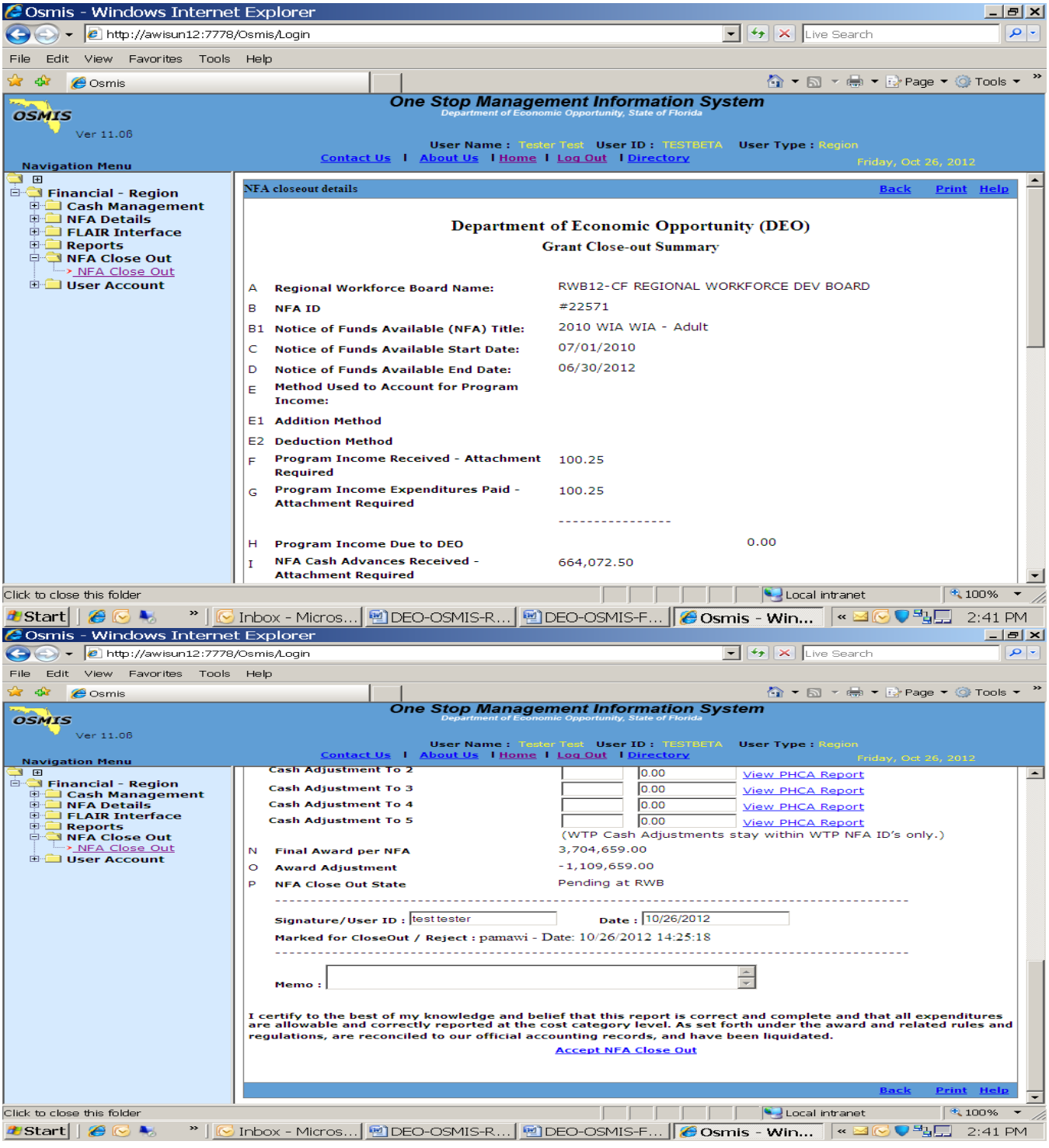
Field	Description
Pending at RWB	The closeout process starts at this folder and the closeout package will move to the **FA Pending Review – RWB Approval** folder once the Region user has reviewed and accepted closeout. If Region user doesn't agree with closeout package they will need to contact the FA to delete closeout package from the Pending at RWB folder.
FA Pending Review – RWB Approval	Once reviewed and accepted by the FA the closeout package will move to the **GM Pending – FA Review & RWB Approval** folder. If FA rejects the closeout package it will move back into the Pending at RWB folder. The FA will need to contact the Region user with reasons for rejecting closeout.
GM Pending – FA Review & RWB Approval	Once reviewed and accepted by the GM the closeout package will move to the **FA Approval – RWB & GM Approval** folder. If GM rejects the closeout package it will move back into the Pending at RWB folder. The GM will need to contact the Region user with reasons for rejecting closeout.
FA Approval – RWB & GM Approval	Once approved by the FA the closeout package will move to the **Closed – All Approved** folder. If the FA rejects the closeout package it will move back into the Pending at RWB folder. The FA will need to contact the Region user with reasons for rejecting closeout. If approved the closeout package will remain in the folder until a purge of programs is processed through OSMIS.

2.2.8.2 Closeout Form - Closeout titles: NFA ID – Program Year/Title – Version.

The closeout form will display in the "Pending at RWB" once the Financial Administrator updates the NFA Status code to "pending closeout".



All information displayed on closeout form is generated automatically from the individual reports that are maintained in the OSMIS system.


Osmis - Windows Internet Explorer
http://awisun12:7778/Osmis/Login
One Stop Management Information System
Department of Economic Opportunity, State of Florida
OSMIS
Ver 11.06
User Name : Tester Test User ID : TESTBETA User Type : Region
Contact Us | About Us | Home | Log Out | Directory
Friday, Oct 26, 2012
Navigation Menu
Financial - Region
Cash Management
NFA Details
FLAIR Interface
Reports
NFA Close Out
NFA Close Out
User Account
NFA closeout details
Back Print Help
Department of Economic Opportunity (DEO)
Grant Close-out Summary
A Regional Workforce Board Name: RWB12-CF REGIONAL WORKFORCE DEV BOARD
B NFA ID #22571
B1 Notice of Funds Available (NFA) Title: 2010 WIA WIA - Adult
C Notice of Funds Available Start Date: 07/01/2010
D Notice of Funds Available End Date: 06/30/2012
E Method Used to Account for Program Income:
E1 Addition Method
E2 Deduction Method
F Program Income Received - Attachment Required 100.25
G Program Income Expenditures Paid - Attachment Required 100.25
H Program Income Due to DEO 0.00
I NFA Cash Advances Received - Attachment Required 664,072.50
Cash Adjustment To 2 0.00 View PHCA Report
Cash Adjustment To 3 0.00 View PHCA Report
Cash Adjustment To 4 0.00 View PHCA Report
Cash Adjustment To 5 0.00 View PHCA Report
(WTP Cash Adjustments stay within WTP NFA ID's only.)
N Final Award per NFA 3,704,659.00
O Award Adjustment -1,109,659.00
P NFA Close Out State Pending at RWB
Signature/User ID : test tester Date : 10/26/2012
Marked for CloseOut / Reject : pamawi - Date: 10/26/2012 14:25:18
Memo :
I certify to the best of my knowledge and belief that this report is correct and complete and that all expenditures are allowable and correctly reported at the cost category level. As set forth under the award and related rules and regulations, are reconciled to our official accounting records, and have been liquidated.
Accept NFA Close Out
Back Print Help
Click to close this folder
Local intranet
100%
Start
Inbox - Micros...
DEO-OSMIS-R...
DEO-OSMIS-F...
Osmis - Win...
2:41 PM

2.2.9 User Account Folder/Information

The User Account Folder allows the Regional Financial user to update information at any given time. The system will automatically prompt the Regional Financial user to change the password every 90 days. The Regional Financial user's account status will automatically update to "Temporary" status if not signed on for 60 days or more and the Financial Administrator will need to be contacted to reset.